



Macaulay CE Primary School

Social Media Policy

I know who I am

Our vision is to:

Create a nurturing community in the belief that every individual is uniquely and wonderfully created by God

Celebrate and adapt to the holistic needs of each child, inspiring them to fulfil their God-given potential

Join with families and church to guide and equip our children with the attitudes, skills and beliefs to participate thoughtfully in their wider communities

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1. Purpose

This policy aims to:

- Set guidelines and rules on the use of school’s social media channels
- Establish clear expectations for the way members of the school community engage with each other online
- Support the school’s policies on data protection, online safety and safeguarding

Staff, students and parents/carers are required to read, understand and comply with this social media policy.

This policy applies to the use of social media for both business and personal purposes, whether during school/working hours or otherwise.

It applies regardless of whether the social media is accessed using:

- School IT facilities and equipment
- Equipment belonging to members of staff and pupils
- Any other IT/Internet-enabled equipment

All members of the school should bear in mind that information they share through social networking applications, even if they are on private spaces, may be subject to copyright, safeguarding and data protection legislation. Everyone must also operate in line with the school’s equalities, harassment, child protection, safer recruitment, and online safety and ICT acceptable use policies.

1.1 Definition of Social Media

For the purposes of this document, ‘social media’ is considered to include all technologies that allow individuals to communicate and share information (including photos and video). This includes group messaging services such as WhatsApp.

2. Use of Official School Social Media

The school's official social media channels are as follows:

- Facebook
- Instagram
- X (formerly known as Twitter)
- LinkedIn

These accounts are managed by Rachel Lawal (Administrative Officer), Eleanor Lee (teacher) and Hayley Balls (Foundation Governor). Staff members who have not been authorised by Susan Eade (Headteacher) to manage, or post to, the account, must not access, or attempt to access, these accounts.

If you have suggestions for something you'd like to appear on our school social media channel(s), please speak to Rachel Lawal (Administrative Officer).

2.1 Facebook, Instagram, LinkedIn and X (Formerly known as Twitter)

The school will post on Facebook:

- Alerts about changes (e.g. changes to procedures, severe weather updates, staffing changes)
- Reminders (e.g. approaching deadlines, events or class activities, reminders about policies/procedures)
- Advertisements for school events or activities
- Job vacancies or requests for volunteers
- Links to newsletters, guidance and factsheets for parents and carers
- Achievements of pupils and staff
- Photos or posts about school trips, events and activities
- Seasonal greetings and messages about religious festivals
- Invitations to provide feedback

The school **will not** post on Facebook:

- Names and photos of individuals (unless they have given consent)
- Dates and times prior to events
- Harmful or abusive comments
- Messages to specific people
- Political statements
- Advertisements for businesses unless directly related to the school
- Links to staff members' personal accounts

2.3 Moderation

Staff responsible for our social media accounts will delete as soon as reasonably possible:

- Abusive, racist, sexist, homophobic or inflammatory comments
- Comments we consider to be spam
- Personal information, such as telephone numbers, address details etc.
- Posts that advertise commercial activity or ask for donations

Every reasonable effort will be taken to address politely concerns about the behaviour of individual users, in line with following the school's complaints policy. If users are repeatedly abusive or inappropriate, they will be blocked.

Staff responsible for our social media accounts will also seek to ensure that all content shared on social media platforms is age appropriate for the school community.

2.4 Following other Social Media Users

The school:

- Will only 'like' Facebook pages with a non-commercial interest – being 'liked' by us doesn't imply endorsement of any kind
- May follow other users if you follow Macaulay on X (formerly Twitter) – being followed by us doesn't imply endorsement of any kind

3. Personal Use of Social Media by Staff

The school expects all staff (including governors and volunteers) to consider the safety of pupils and the risks (reputational and financial) to the school when using social media channels, including when doing so in a personal capacity. Staff are also responsible for checking and maintaining appropriate privacy and security settings of their personal social media accounts.

Staff members will report any safeguarding issues they become aware of.

When using social media, staff **must not**:

- Use personal accounts to conduct school business
- Accept 'friend requests' from, or communicate with, pupils past or present
- Accept 'friend requests' from parents
- Complain about the school, individual pupils, colleagues or parents/carers
- Reference or share information about individual pupils, colleagues or parents/carers
- Post images of pupils
- Express personal views or opinions that could be interpreted as those of the school
- Link their social media profile to their work email account
- Use personal social media during timetabled teaching time
- Any concerns regarding a member of staff's personal use of social media will be dealt with in line with the staff behaviour policy.

Any communication received from current pupils (unless they are family members) on any personal social media accounts will be reported to the designated safeguarding lead (DSL) or member of the senior leadership team immediately.

Staff should not have contact via personal accounts with past pupils (if ongoing communication is required, this should be using via official school channels).

4. Personal Use of Social Media by Pupils

We discourage primary school pupils from having social media accounts and follow the age restrictions put in place by these sites (see Appendix 1). Parents/carers are responsible for monitoring their child's/children's use of social media sites and ensure that the parental restrictions are in place on electronic devices.

Any concerns about a pupil's social media use will be dealt with in line with the school's behaviour policy.

5. Personal Use of Social Media by Parents/Carers

The school expects parents/carers to help us model safe, responsible and appropriate social media use for our pupils.

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, parents and carers should:

- Be respectful towards, and about, members of staff and the school at all times
- Be respectful of, and about, other parents/carers and other pupils and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

Parents/carers **should not** use Social Media to:

- Complain about individual members of staff, other parents/carers or pupils
- Complain about the school
- Make inappropriate comments about members of staff, other parents/carers or pupils
- Draw attention to, or discuss, behaviour incidents
- Post images of children other than their own

5.1 WhatsApp Groups

We expect parents/carers to follow the above social media guidelines when using class WhatsApp groups.

6. Training and Awareness

This policy will be shared with all members of the school community and used as part of the induction process.

7. Monitoring and Review

We reserve the right to monitor, intercept and review, without further notice, staff activities using our IT resources and communications systems, including but not limited to social media postings and activities, for legitimate school purposes. This includes ascertaining and demonstrating that expected standards are being met by those using the systems, and for the detection and investigation of unauthorised use of the systems (including where this is necessary to prevent or detect crime).

The headteacher will monitor the implementation of this policy, including making sure that it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed annually.

The governing board is responsible for approving and reviewing this policy.

8. Related policies

- Safeguarding Policy
- ICT and Internet Acceptable Use Policy
- Positive Behaviour and Anti-Bullying Policy
- Staff Behaviour Policy
- Mobile Phone Use Policy

Appendix 1:

Social Media Apps and Age Restrictions

13+	16+	
Facebook	Whatsapp	
Snapchat	17+	18+
TikTok	YOLO	MeetMe
House Party		Live Me
Snapchat		
Twitter (X)		
KikYubo		
Monkey		

Facebook

- Age rating: 13+
- Main features: newsfeed to share text, photos & videos, instant messaging, marketplace, friends, likes and comments

Instagram

- Age rating: 13+
- Main features: photo & video sharing, livestreaming, stories, DMs, hashtags

Whatsapp

- Age Rating 16+
- Main features: messaging, live location sharing, photo and video sharing

Snapchat

- Age rating: 13+
- Main features: photo & video messaging, snaps, location sharing

TikTok

- Age rating: 13+
- Main features: making & sharing short videos, lip-syncing

Twitter (X)

- Age rating: 13+
- Main features: tweets (text with restricted character count), photo and video sharing, hashtags

Wink

- Age rating: 13+
- Main features: messaging, friends, photo sharing