

Eltham Hill School



Eltham Hill  
SCHOOL

**SOCIAL NETWORKING POLICY**

**Governors Committee:** Teaching & Innovation  
**Date Adopted/Reviewed:** July 2015  
**Date of next review:** September 2016

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## **SOCIAL NETWORKING POLICY**

### **Introduction**

The aim of this policy is to provide guidance to staff on social networking activities, conducted online either as part of staff duties or outside of work. Examples of such activities include blogging (writing personal journals to publicly accessible internet pages), involvement of social networking sites such as Facebook, Myspace or Bebo and posting material, images or comments on sites such as You Tube. Students are not allowed the use of social networking sites, in school time.

This policy recognises that the misuse of social networking can have a negative effect on our school's reputation and/or image. In addition, Eltham Hill School has a firm commitment to safeguarding children in all aspects of its work and a commitment to safeguarding staff against malicious allegations.

This policy has been written to set out the key principles and code of conduct that we expect of all members of staff.

**In the context of this policy 'everyone' refers to members of staff, governors, friends and anyone working in a voluntary capacity at the school.**

### **Key Principles**

- Everyone working in the school, either as a paid employee or volunteer, must not communicate with students via social networking sites.
- Everyone at Eltham Hill School has a responsibility to ensure that they protect the reputation of the school, to treat colleagues and members of the school with professionalism and respect.
- It is important to protect everyone at the school from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at Eltham Hill School considers this and acts responsibly if they are using social networking.
- This policy relates to social networking sites; however, for the avoidance of doubt, blogging and accessing social networking sites at work using school equipment is not permitted other than as an essential part of teaching and learning.

## **Code of Conduct for Everyone at Eltham Hill School**

The following are **not considered acceptable** at Eltham Hill School.

- The use of the school's name, logo, or any other published material without written prior permission from the Principal. This applies to any published material including the internet or written documentation.
- The posting of any communication or images which links the school to any form of illegal or unlawful conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business sensitive information; or the disclosure of information or images that could compromise the security of the school.
- The posting of any images of employees, children, governors or anyone directly connected with the school whilst engaged in school activities without prior written permission from the Principal.

**In addition to the above everyone at Eltham Hill School must ensure that they:**

- Do not make any derogatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school, in any format whatsoever.
- Use social networking sites responsibly and ensure that neither their own personal or professional reputation, nor the school's reputation is compromised by inappropriate postings.
- Report any misuse of social networking sites to the Designated Child Protection Officer who will deal with it under the appropriate policy.

## **Potential and Actual Breaches of the Code of Conduct**

Any breach of this policy will be dealt with under the Disciplinary Policy. A breach of this policy will be considered to be a serious disciplinary offence.