

# SOCIAL MEDIA POLICY

Version: 3



St. Catherine's  
RC Primary School

<b>Name and Designation of Policy Author(s)</b>	Ellie Glennon, Deputy Headteacher		<b>Is this a Statutory Document</b>
			No
<b>Approved By (Committee / Group)</b>	Headteacher		
<b>Date Approved</b>	March 2026		
<b>Date Ratified by FGB</b>	N/A		
<b>Date Published</b>	March 2026	<b>Is this to be published on the school website?</b>	Yes
<b>Review Date</b>	Spring Term 2029		
<b>Target Audience</b>	Staff, parents, children, <a href="#">governors</a>		

## Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
September 2017	1	Danielle Flood, Computing Lead Nina Chwastek, Headteacher	New policy, no previous version. Taking into account advice issued by the Department for Education (DfE) including Keeping Children Safe in Education (May 2016). Addition of expectations for new school Facebook account
September 2021	2	Jessica Quiligotti, Deputy Headteacher	Review of policy. No major changes, just minor amendments to wording.
March 2026	3	Ellie Glennon, Deputy Headteacher	Review of policy and changes made in line with key legislation. Changes to contents and order based on model policy.

## Contents:

1. Mission Statement
2. Purpose and scope
3. Use of official school social media
4. Personal use of social media by staff
5. Personal use of social media by pupils
6. Personal use of social media by parents/carers
7. Monitoring and review

## **1. Mission Statement**

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us **'To be who God wants us to be and so set the world on fire.'**

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

St. Catherine's R.C. Primary School recognises that new technologies are an integral and growing part of everyday life and that they make an important contribution to teaching and learning opportunities in school. The widespread availability and use of social networking applications such as Facebook, Instagram, Snapchat and X bring opportunities to understand, engage and communicate with audiences in new ways.

## **2. Purpose and scope**

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.

### **3. Use of official school social media**

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

- Facebook – St Catherine's RC Primary

This account is managed by Jessica Quiligotti (Headteacher). Staff members who have not been authorised by Jessica Quiligotti (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 Jessica Quiligotti (Headteacher).

#### **3.1 Facebook**

The school may post on Facebook:

- Alerts about changes (e.g. changes to procedures, severe weather updates)
- Reminders (e.g. approaching deadlines, events or class activities, reminders about policies/procedures)
- Advertisements for school events or activities
- 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)
- 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

#### **3.2 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 politely address concerns or behaviour of individual users, 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 ensure that all content shared on social media platforms is age appropriate for the school community.

### **3.3 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

## **4. 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
- 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 code of conduct.

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).

## **5. Personal use of social media by pupils**

Pupils will be made aware of the age restrictions associated with social media platforms and digital apps. St Catherine's will encourage pupils to use only those services that are appropriate for their age and stage of development. Pupils will also be advised to

access social media under appropriate adult supervision, particularly when using new platforms or sharing content online.

The school encourages pupils to

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

Pupils should not use social media to:

- Complain about individual members of staff
- Complain about the school
- Make inappropriate comments about members of staff, other pupils or parents/carers
- Post images of other pupils without their permission

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

## **6. 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 without their parents' permission

### **6.1 WhatsApp groups**

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

## **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 business 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 every three years.