

Greenhaugh Primary School

Greenhaugh Facebook

1. Introduction:

The Greenhaugh Primary School Facebook page (known as the page from here-on) is run by the school. It is managed by the Headteacher. From Oct 24 Facebook Posts will also be automatically shared onto the school's Instagram Page. The Facebook page is designed to:

- Inform, engage and communicate with parents, carers and other interested parties.
- Recognise, celebrate and promote the work of the school and its students.
- Communicate and reinforce school policies and good practice.

Postings will include updates on everyday school life, activities, clubs, events, useful information and websites, advice, suggestions, songs, books and photos of activities.

2. Posts and Comments

2.1. The headteacher will be responsible for updating the page on a regular basis. The headteacher will communicate in a positive, accurate, respectful and responsible manner. She will uphold and promote the values of the school vision statement at all times.

2.2. All parents and carers are also welcome to like & share. We would request that they do so in a similarly positive, respectful and constructive manner.

2.3. If followers have any specific concerns, particularly related to their own or other child/children, we ask that they do not post these on the page timeline and encourage them to speak directly to the Head/Class teacher.

2.4. Under no circumstances should any child/children be named or described on the page. This is due to data protection and the legal responsibility we have to keep the children safe. We have a pinned post stating this at the top of our Facebook page. The exception to this is if parents have chosen to name their own child in a comment.

3. Photographs and videos

3.1. Parents are asked to fill in a permission form for the school to use their child's photograph

on school publicity materials including the school Facebook page.

3.2. Only authorised administrators have permission to upload photographs and videos on to the page. This is because they are aware of the parental permissions held by the school.

3.3. No-one else is permitted to post any photographs or videos on to the page. The setting allowing people to post or tag photos will be turned off.

3.4. No children will be tagged or named in relation to a photo directly on the page. However, there may be links to the school website or to third party articles (e.g. Hexham Courant) where children may be photographed and named.

4. Site moderation

4.1 The page will be moderated daily by the Head Teacher.

4.2 All visitors to the page are asked to inform the Head Teacher / office of any inappropriate comments, behaviour or concerns they have relating to the page.

4.3 The page profanity filter will be set to 'strong'.

4.4 We encourage parents and carers to view the page regularly. The Facebook private message facility will be turned off.

5. Misuse

5.1. In the event that an inappropriate or offensive comment is made by someone connected to the school it will be recorded by (screen shot) and brought to the urgent attention of the Head Teacher & if necessary passed to the police & or the Safeguarding Team

The Head Teacher will speak to the person involved, remove any comments that are deemed inappropriate or delete the entire post.

5.2. In the event that a child is described or named (whether in the main post or within comments) by someone other than their parent, it will be recorded by screen shot and immediately deleted/ hidden whilst the person is contacted and asked to edit their post.

5.3. In the event that an inappropriate or offensive comment is made by someone who is unconnected to the school, the Head Teacher will respond accordingly. The response will depend on the content of the post but may include contacting the user via private message, deleting the comment and banning the user, or reporting the post to relevant external bodies. In

extreme cases an immediate ban will be placed.

5.4. If any individual repeatedly makes inappropriate comments (two times or more), the Headteacher has the discretion to ban the offending individual from the page and (where appropriate) report the offender to relevant external bodies.

6. Restrictions

6.1. The page is designed as a communication tool to engage with parents and carers. It is therefore restricted to people over 18 years of age.

6.2. Where a parent is under 18 years old, permission will be granted at the discretion of the Head Teacher.

6.3. The Head Teacher also has the discretion to remove or ban any followers that are known to be under 18 years old.

October 2024

Signed: Clare Crow, Headteacher

Signed: Sarah Barnes, Chair of Governors

Date: