



# SPELLBROOK C of E PRIMARY SCHOOL (vc)

*Learn together, Enjoy together, Succeed together*

----- The Parish of Great St Mary's -----

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**QUICK REFERENCE GUIDE**  
for parents, volunteers, governors & staff

## Use of Social Media & Staff / Pupils Images

<i>Document Information</i>			
<b>Policy Number:</b>	OFF-003-v3	<b>Created by:</b>	SBM
<b>Section:</b>	Governance	<b>Type:</b>	Spellbrook Policy
<b>Reviewed by:</b>	FGB	<b>Responsibility:</b>	FGB
<b>Last Review:</b>	24 <sup>th</sup> February 2016	<b>Next Review:</b>	21 March 2018
<b>Review Cycle:</b>	Annual	<b>Ratified by FGB:</b>	24 February 2016
<b>Signature (FGB)</b>	Not Required	<b>Signature (Head)</b>	Not Required

The following amendments have been made to this document since the 'ratified by' date.

Date	Page number	Section	Details of change
13/03/2018	1 (part 3)	Website information	Updated web addresses as per HfL (March 2018)

These changes / recommendations will be reviewed / ratified by Full Governing Body for the 'review cycle' as quoted above.

Further Information on the Use of Images  
and video can be found:

☺ **Get Safe Online**

[www.getsafeonline.org](http://www.getsafeonline.org)

☺ **Information Commissioner's Office**

[www.ico.org](http://www.ico.org)

☺ **ThinkUknow**

[Bit.ly/Thinkuknow-home](http://Bit.ly/Thinkuknow-home)

Developed by the



Please also see information and school policies  
on e-safety and child protection by accessing  
our school website:

[www.spellbrook.herts.sch.uk](http://www.spellbrook.herts.sch.uk)

Or

Contact the school office on 01279 723204

## Our School Vision

*Our vision is for Spellbrook C of E  
Primary School to be at the heart of the  
community, providing a wealth of  
learning opportunities for our children,  
our families and our staff.*

*We are recognised as a school that  
values individuality with a learning ethos  
where pupils and staff participate, excel  
and are proud of their achievements.*

*As a Church of England school, we aim  
to maintain a Christian ethos and  
promote the values of love, care and  
consideration of others whilst at the  
same time promoting an awareness and  
tolerance of a variety of cultures and  
beliefs in the world around us.*

Our School Safeguarding Team members can  
be contacted via the school office.

### **Designated Senior Person:**

Gill Vise – Headteacher

### **Deputy DSP:**

Heather Foster - SenCo

Mrs Trish Howard – Senior Teacher

Mrs Amanda O'Donovan – Family Liaison

### **Chair of Governors**

Joanne Pierce

### **Governor for Child Protection**

Fay Clark



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## USE OF SOCIAL MEDIA & PUPIL/STAFF IMAGES

*Applies to any photographic or recording device  
including mobile phones/iPads etc*

Understand what is expected of you to help  
safeguard pupils within the school.

*Everyone in the education service shares an  
objective to help keep children and  
young people safe by;*

Providing a safe environment, identifying children  
and young people who are suffering or likely to  
suffer significant harm & taking appropriate  
action.



Based on an original document developed by  
Hertfordshire Schools' eSafety Team

### **Using Images Safely and Responsibly**

We all enjoy and treasure images of our family and friends. Family events, holidays and school events are moments we all like to capture in photos or on video.

We then have the added and exciting dimension of adding our images and video to our social network, such as Facebook, YouTube and many other online websites, some of which may be linked to the school in some way. This allows us to easily share our photos, video images and personal comments.

Whilst this is naturally useful, in schools and educational settings we do need to protect and safeguard all children and staff in our school, including those who do not want to have their images stored online or comments made about them.

### **Online Images and Video**

What should we think about before adding online any photos video images or comments about another person or information about the school?

Are there any risks?

**‘Think Before Posting’ Online**

### **Know the Facts**

- Once online any image or video can be copied and stay online forever.
- Some children are at risk and MUST NOT have their image put online. Not all members of the school community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that image sharing online can have unforeseen consequences.

We must all

**‘Think Before Posting’ Online**

### **Recording School performances**

School performances are often recorded and a DVD offered for sale. Where this is not the case, parents and carers are asked to seek permission from the Headteacher before taking photos or video of school performance for personal use. The school takes safeguarding of children seriously and if permission is granted we request that these images are not distributed or put online. This is to protect all members of the school community.

### **Local Authority Advice**

In the event that any pupil or parent/carer of a child/ren being educated at Spellbrook Primary School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.

The school will also expect that any parent/carer or pupil removes such comments immediately. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.

### **Safeguarding Children & Data Protection**

We are judged on our ability to manage safeguarding and Data Protection. School leadership works hard to ensure our school complies with and understands current legislation and communicates to those who need to be aware of their responsibilities.

**Thank you for your support**