



## Llanfaes C P School

### Social Media Policy for Staff and Governors

Signed: Jackie Williams (Chair of Governors)

Date: Spring 2025

Review date: Spring Term 2027

# Llanfaes C P School

## Social Media Policy for Staff

This policy applies to Llanfaes School - all staff whether employed by the Authority or employed directly by the school. This policy needs to be read in conjunction with EWC guidelines for staff and Communications Policy.

Guidance/protection for staff on using social networking

Other users could post a photo on your profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed.

Staff members should decline 'friend requests' from pupils they receive in their personal social media accounts. Instead, if they receive such requests from pupils who are not family members, they must discuss these in general terms in class.

Caution is advised when inviting work colleagues to be 'friends' in personal social networking sites. Social networking sites blur the line between work and personal lives and it may be difficult to maintain professional relationships or it might be too embarrassing if too much personal information is known in the workplace.

**We recommend for Personal Use of Social Media you should not:-**

- Request access to a pupil's area on the social networking site.
- Interact with any ex-pupil in the school on social networking sites who is under the age of 18.
- Accept friend requests from a person you believe to be a parent at your school.
- Have contact eg messaging through any personal social medium with any pupil, whether from the school or any other school, unless the pupils are family members - this information must be disclosed to the Headteacher.

**NB WHERE ANY OF THE ABOVE APPLY TO A FAMILY MEMBER OR CLOSE FAMILY FRIEND THIS INFORMATION MUST BE DISCLOSED TO THE HEADTEACHER**

- Discuss personal information about pupils/your employer/colleagues, or make disparaging remarks. Doing this in the presence of others may be deemed as bullying and/or harassment.
- Put yourself in a position where there is conflict between your work for the school or Authority and your personal interests.
- Represent your personal views as those of the school or the Authority on any social medium.
- Post photographs, videos or any other types of image of pupils and their families or images depicting staff members wearing school or Authority uniforms or clothing with school or Authority logos or images identifying sensitive school or Authority premises must not be published on personal webspace.
- School or Authority e mail addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.
- Social networking sites must not be accessed during working hours for personal use.

**Staff should be aware that the following breaches of policy may result in disciplinary action or dismissal:-**

- Out of work activity which may cause potential embarrassment for the school or Authority or detrimentally effect the school/Authority reputation.
- Confidentiality, or defamation or damage to the reputation of the school or Authority or any illegal acts or acts that render the school or the Authority liable to third parties may result in disciplinary action or dismissal.

Llanfaes C P School

Employees Declaration Social Media Policy

I .....  
(print name in full)

Employed by  
.....  
.....  
(name and address of employer)

Declare that I have received a copy of the above mentioned Social Media Policy and:-

- I have read it;
- I understand it;
- I agree to work according to those conditions and provisions.

Signed .....

Witnessed .....

Date .....

**The COPY of this page MUST be completed and returned to the office.**