



Policy for:

Guidelines for the use of Social Media

Date Written: July 2015

Date Reviewed: June 2024

Next Review Date: June 2026

Signed By: A.J. Williams

Governor Responsible for:

Headteacher: Mrs P Derries

Guidelines for Social Media

General Practice and Advice

- Staff must not be in contact with current Grove School pupils.
- We strongly urge that members of staff should not be in contact ex-pupils via networking sites such as Facebook/Snap Chat/Twitter etc. in accordance with the school's Safeguarding Policy.
- Any staff member who is in contact through social media with parents of current pupil must inform with the head teacher of this correspondence.

Action to be taken if a member of staff is contacted by a current pupil

There are two types of contact through social media

- A message
- An invitation to be added to the persons 'Friends List'

If a message from a pupil is received the following action should be taken:

1. **Do not reply to the message.** Replying to the message allows the recipient to view your profile in it's entirety. This is also a way to circumvent the privacy settings on the account.
2. A senior member of staff should be contacted at the earliest opportunity to be informed of the request.
3. The pupil should be told of the school's ICT Acceptable Use Policy and that contacting staff on a social networking site is not permitted within the Grove School. The child's parents will also be contacted to inform them of the school's policy.

If an invitation to a person's friends list is received the following action should be taken:

1. **Immediately reject the invitation.**
2. A senior member of staff should be contacted at the earliest opportunity to be informed of the request.

3. The pupil should be told of the school's ICT Acceptable Use Policy and that contacting staff on a social networking site is not permitted within the Grove School. The child's parents will also be contacted to inform them of the school's policy.

Further Information

When using any social media site The Grove School should not be discussed by staff in any situation whether this be with 'friends' and/or colleagues.

Should any of these guidelines be ignored **disciplinary action will be taken by the school.**

The Grove School pupils do not have access to any social networking sites throughout their school day. E-safety is of the highest importance and pupils are taught how to stay safe online.

Any form of cyberbullying will not be tolerated and this to will have disciplinary action taken by the school.

Reviewed: June 2026

Next review: June 2028