

# Girnhill Infant School



*'Where everyone is valued and futures matter'*

## **Inappropriate use of Social Networking Sites Policy**

This policy states the agreed actions Girnhill Infant School will take if we become aware that there is inappropriate material about school, staff or pupils published via social networking sites.

School will print copies of the screen for evidence if possible. A screenshot of the comment or page will make it much easier to deal with the problem and ensures that school is not put in the difficult position of having to believe or disbelieve someone if at a later date the entry is changed or deleted.

If the incident involves a child being at immediate risk or the message/picture is of an inappropriate nature e.g. bullying, staff will inform the Designated Safeguarding Lead and follow schools' child protection procedures,

The police will be contacted if the material posted is illegal - e.g. advocates, promotes or incites hatred, discrimination or violence, against any individual or group of individuals, based on race, colour, descent or national or ethnic origin or sexual orientation.

In the first instance, school will opt to contact the parent/carer involved and arrange a meeting with them unless it is a potential safeguarding issue.

At the meeting school may wish to discuss the problem and remind them of the school's policy for dealing with complaints.

School may also wish to ask the parent/or child to remove the comment/post at this time.

If the parent/carer proves to be difficult and refuses then school may involve the police.

The police may be contacted to approach people outside the school community posting material particularly if the material is grossly offensive, menacing character or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety.

Where possible abuse via the Facebook site will be reported using the report abuse facility.

During or after dealing with the incident school will consider sending a letter to all members of the school community reminding them of the school's complaint procedures and antibullying policy.

**This policy was written and agreed in September 2019 and will be reviewed annually. The policy forms part of the safeguarding / online safety policy.**

### **Appendix Reporting material on Facebook**

For messages the delete and report / block user facilities are found in the 'Actions' dropdown on the page on which the message appears.

For whole pages the unfriend and report / block user facilities are at the bottom of the left-hand column. Always try to cite which of the Terms and Conditions <http://www.facebook.com/terms.php> or Community Standards <http://www.facebook.com/communitystandards/> have been violated because Facebook are more alert to US law than UK. The process should be anonymous.

If the page is by someone under 13 click on [http://www.facebook.com/help/contact.php?show\\_form=underage](http://www.facebook.com/help/contact.php?show_form=underage) Facebook say they will delete any such page.

To remove a post from a profile, hover over it and on the right, there will be a cross to delete it.

Further Information and Guidance on aspects of online safeguarding  
: E-safety - LA support course on VLE <https://wakefield.itslearning.com> Think You Know - CEOP <https://www.thinkuknow.co.uk> Facebook Code of conduct <http://engb.facebook.com/legal/terms>

**This policy was reviewed in September 2019 and ratified by governors on 2<sup>nd</sup> October 2019.**