



Cooper Perry Primary School

Social Media Code of Conduct 2021

– All Stakeholders

A code of conduct is recommended to ensure that all school stakeholders are informed and work together to safeguard and promote positive outcomes for children and the school community.

Legislative Framework

- **Data Protection Act (1998)**
- **Freedom of Information Act (2000)**
- **Statutory Framework for Early Years Foundation Stage (2012)**
- **Protection from Harassment Act 1997**
- **Malicious Communications Act 1988**
- **Public Order Act 1986 (sections 17 — 29)**
- **Communications Act 2003**
- **Racial and Religious Hatred Act 2006**
- **The Education Act 2011**

Reasonable steps must be taken to ensure the reliability and suitability of any individual who is to have access to personal data.

All stakeholders are required to:

- Follow confidentiality and information sharing procedures which will be agreed at the time of induction;
- Have a clear understanding of what constitutes misuse;
- Avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;
- Be aware of reporting concerns immediately.



Social Media and Safer Internet Usage Conduct Agreement

We acknowledge that all school stakeholders (staff, children, volunteers, parents/guardians) will use online and digital technologies in their personal and social lives so we ask them to adhere to the following Voluntary Professional Conduct Agreement.

Our staff and volunteers have signed to agree they will adhere to the following conduct requirements.

I agree that through my recreational use of social networking sites or other online technologies I will:

- Not bring Cooper Perry Primary School into disrepute;
- Observe confidentiality and refrain from discussing any issues relating to work;
- Not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues or stakeholders to view;
- Set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
- Keep my professional/volunteering and personal life separate, and not accept children as 'friends'. If parents/carers are friends I will not discuss any school related issues with them;
- Consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the school setting;
- Either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
- Report any known breaches of the above.

For all stakeholders, we expect the school's approach to e-Safety to be mirrored and upheld. This includes not uploading, sharing or adding any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Stakeholders are also reminded to use existing structures when making any complaint about the school or a member of staff (please refer to our schools Compliments and Complaints Policy). They are advised not to discuss any matters on social networking sites as this action contravenes our e- safety approach and the legislation named overleaf.