Trust Workforce Social Media Policy

Adopted by St Clare Trust Board;	June 2022
Next review by St Clare Trust Board;	June 2023
Reviewed by Local Academy Committee;	September 2023

Sacred Heart School was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

School motto

Love one another as I have loved you

(John 13:34)

Ethos

At Sacred Heart School we place Christ and the teaching of the Catholic Church at the centre of our lives by integrating Gospel values into every aspect of learning, teaching and the totality of school life.

Vision

As a Christian community, the vision of Sacred Heart School is:
- To empower all children to recognise and fulfil their unique potential
- To celebrate all God's children as individuals, respecting and valuing difference.
- To prepare the children to embrace and contribute positively to our eve-changing world.

Promise

With God's guidance we promise to

- Create a supportive, nurturing environment in which every child is encouraged to explore their potential, to express their individuality and to develop confidence without fear of failure.
- Commit to the continuous professional development of all staff. To ensure our best understanding of each child's needs.
- Deliver a curriculum that is engaging, challenging and fosters independence.
- Lead by example, demonstrating the values of the Catholic Church and respect for all; preparing children for their journey through life.
- Build cooperative relationships with families and the wider community.

Our Strategic Priorities

Organise:
Educational opportunities effectively to create a positive culture for learning.

Plan:
Future goals with a Christian vision which allows everyone to reach their full potential.

Collaborate:
With the school, parish and wider community to share, learn and support.

Nurture:
A Christian community where all share unconditional opportunities for learning and are encouraged to develop wholeness.

ST. Clare Catholic Multi Acdemy Trust Workforce (Staff and Volunteers) Social Media Policy

It is recognised that many members of the school workforce use social media in their personal lives. However, when a member of the school workforce clearly identifies their association with the school or trust, reveals their profession or discusses their work, they are expected to behave appropriately, including online. The appropriateness of any such online behaviours will be judged in ways which are consistent with the values and ethos of the trust, relevant policies, and the individual's responsibility as a member of the workforce.

When using social media, members of the trust workforce are expected to comply with all relevant data protection legislation, as well as any codes of conduct set out for their profession.

Members of the trust workforce should use existing school or trust central team procedures for raising any concerns. **Using social media to raise concerns at work is not considered appropriate**.

Members of the trust workforce should not use social media to inform professional practice by gaining information about a child or family. (In exceptional circumstances it may be appropriate to review social media relating to a pupil or family, but this must be acted upon ONLY by the Designated Safeguarding Lead.)

Members of the trust workforce who are found to be in breach of the standards set out in this policy will be subject to the school's normal disciplinary procedure.

DO:

Restrict the use of work social media accounts to work related matters only;

Ensure that work social media accounts are clearly named as such, e.g. @SchoolNameClass/Department, @StClareCMAT, etc;

Remember that everything you post is public, even if your account is private to family and friends. Whatever you post could be reposted elsewhere and is likely to be undeletable;

Protect your privacy as much as possible. Always review privacy settings, and never post personal details publicly;

Respect the privacy of others and be considerate to colleagues, never post images of colleagues without their permission, even if they are friends outside of work;

Always check with the school lead for online services before amending any publicly available information on the school, e.g. Google, Wikipedia etc. Always be transparent if you do this;

Set privacy levels on work social media accounts related to work to prevent replies and comments;

Be careful with accounts that overlap your public and private lives, for example a personal account where you express views in general on education (e.g. personal Twitter account).

DO NOT:

Express personal views on work accounts that are not compatible with the trust or school;

State or imply that your personal account represents the school. Please make it clear that the views you express are personal, and not made on behalf of the trust or school;

Discuss work related issues via social media;

Accept friend requests or use social media to communicate with current pupils, or former pupils within three years of their leaving school;

Share confidential information online on any social media account – social media is bound by the usual data protection legislation;

Create any account relating to the trust or school unless you have permission from the trust or school lead for online services;

Use work social media accounts for two-way conversation – other systems are in place for this that allow transparency for staff and pupils;

Bring the trust or school into disrepute, for example by expressing views which are critical or incompatible with those of the school.

Please remember that any use of social media is subject to the same professional standards as any other form of communication.