

# **The Federation of Winklebury Infant and Junior Schools**

## **Federation Facebook Group – Code of Conduct**

### **Aim**

To extend, through the use of social media, the mediums through which the Federation communicates with parents and the community.

### **Code of Conduct**

In using the Federation's Facebook Group, the following code will be adhered to by all users.

#### **What can the Facebook Group be used for?**

- Staff posting reminders and information
- Parents and the local community asking questions or seeking clarity around a school matter e.g. date and times of events
- Staff, parents and the local community celebrating success

#### **What can the Facebook Group not be used for?**

- Complaints
- Raising an issue which amounts to a complaint
- Matters relating to an individual pupil
- Matters relating to an individual member of staff
- Matters relating to an individual governor
- Matters relating to an individual member of the local community

#### **Who can join the Facebook Group?**

- An adult member of the family of any child registered at either school - no person under the age of 18 will be permitted to join the group
- Members of staff
- Members of the governing body
- Members of the local community with a vested interest in the federation (to be decided by Head of Federation)

#### **How do people join the Facebook Group?**

- Request membership via the Head of Federation
- The Head of Federation will verify the request is from one of the groups listed above
- Head of Federation accepts / declines the request

#### **Who will administer the Facebook Group?**

- Head of Federation
- Computing Manager (infant school)
- Chair of Governors' IT Working Party

#### **How do people know the Facebook Group is safe?**

- Secure members only group
- Group monitored by administrators daily
- Any inappropriate information removed in a timely manner

#### **What will happen if the protocols of using the Facebook Group are breached?**

- Misuse of the Group will be dealt with on an individual case-by-case basis
- Actions resulting from misuse may include:
  - posts being deleted
  - phone call from an administrator
  - letter from an administrator
  - meeting with an administrator
  - removal from the Group

**Who do people contact if they feel there is an issue with the Facebook Group?**

- Send a message to the Federation Admin Team through Facebook
- The Federations' procedures will be followed as detailed above