

## **Holy Trinity C of E Primary School, PTA**

### **Social Media Policy**

This policy explains how Holy Trinity C of E Primary School, PTA uses social media. It is available and applies to all members of our association.

#### **Details of the social media used by our association**

Holy Trinity C of E Primary School, PTA uses both Facebook and WhatsApp.

#### **Access to the social media used by our association & permitted members**

##### **Facebook**

The Holy Trinity C of E Primary School, PTA Facebook presence is a private page. This means it can only be accessed by invitation from the PTA Committee or a member of the school office staff. Users are requested to answer questions about their child's class teacher name and state the name of their child. If the parent is unknown to the PTA Committee, the school office is asked to confirm.

It is used to communicate with members, promote events or elements of events, to recruit volunteers to support the PTA's activities, thank local supporters and canvass members' views.

All approved members of the group can post and comment to the group.

##### **WhatsApp**

Holy Trinity C of E Primary School, PTA also uses WhatsApp to communicate with:

- 1) *The wider parent community*  
Parents are invited by link to join the WhatsApp group when their child starts at Holy Trinity C. of E. Primary school and is regularly monitored by PTA committee members. The group is just for sharing information and only PTA committee members or event leads are able to comment.  
It is used to communicate with members, promote events or elements of events, to recruit volunteers to support the PTA's activities, thank local supporters and canvass members' views.  
Members are removed when their child leaves the school.
- 2) *PTA Class Reps*  
Used to disseminate information about events  
Members are removed each academic year and replaced by new Class Reps
- 3) *Event groups*  
Used for planning and discussing specific events  
Groups are deleted after the event is completed.

Holy Trinity C of E Primary School, PTA does not want to encourage inappropriate use of social media by children. No application to join our Facebook group by children will be allowed. It is only for parents/guardians.

#### **Usage that is not permitted**

Members are not permitted to use the Facebook or WhatsApp groups to promote goods and services or any activity not related to the school community. The PTA retains the right to ban any user who continues to make inappropriate use of the group.

### **Photographs**

The Facebook group of Holy Trinity C. of E. Primary School, PTA allows members to post photographs. However, it is explicitly assumed that anyone posting a photograph will own the rights to the image and will have the permission of anyone featured to do so. Holy Trinity C. of E. Primary School, PTA accepts no responsibility regarding ownership or permissions for any photographs posted by members of the group however photographs will be removed if deemed necessary.

Holy Trinity C. of E. Primary School, PTA will seek advice from the main school regarding photographs of the children. If an event was pre-planned to have photographs taken, explicit permission would be sought from the parents beforehand.

### **Application of this policy**

By using the Facebook group of Holy Trinity C. of E. Primary School, PTA you are accepting the terms of this policy. If you do not agree with any of the terms, please remove yourself as a member of the group.

### **Availability of this policy**

This policy is publicly available through the website of Holy Trinity C. of E. Primary School (<https://www.holytrinitysch.co.uk/>) and is sent regularly (at least once a year) to all members of the PTA for whom an email address is held and is referenced as part of the information stated on our Facebook Group pages.