

## **Social Media Policy**

A comprehensive guide for social media use for St James & St John PTFA channels and for individuals using social media in a personal capacity as a representative of St James & St John PTFA.

This policy will be reviewed on an ongoing basis, at least once a year. St James & St John PTFA will amend this policy, following consultations with the committee members where appropriate.

This policy is intended for all staff and volunteers of the charity; this includes trustees and volunteers. Before engaging in social media activity, you must read this policy, which contains guidance that will help you adhere to our standards.

### **Introduction**

This policy explains how our association uses social media. It is available and applies to all members of our association.

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

St James & St John PTFA uses Facebook.

### **Access to the social media used by our association**

St James & St John PTFA Facebook is a closed group meaning that you can apply to join but this will need to be approved by the PTFA through our questions set by the Facebook group administrator. Only approved members can see posts made to the group. However, once you are a member of the group, you can comment on a post, and these will be seen by all other members of the group who have been similarly approved.

Please enter <https://www.facebook.com/groups/615102610716677> into your web browser and make a request to join the group.

### **Permitted members**

The Facebook group of St James and St John PTFA is only intended for members of the association who are parents at St James and St John school. This is regulated through this being a closed group and members needing to gain permission to join by answering the questions set by the PTFA's Facebook group administrator.

St James and St John PTFA does not want to encourage inappropriate use of social media by children. No application to join our Facebook group will be accepted by anyone aged less than 13 years.

Please note that pupils at the school are not usually regarded as PTFA members.

### **How this is used by our association**

St James and St John PTFA uses its Facebook group exclusively for the running of the association. It is used to communicate with members, promote events or elements

of events, to recruit volunteers to support the PTA's activities, mention thanks to local supporters and potentially canvass members' views.

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

The Facebook group of St James and St John PTFA does not allow any personal correspondence between members, is not intended for discussing any aspect of the school other than the PTFA and its activities and should not be used to promote any business other than where this is done for the benefit of the PTFA and with its permission. Inappropriate posts or comments, including posts which mention children's names, any derogatory comment, can and will be removed by the administrators and the PTFA retains the right to ban any user who continues to make inappropriate use of the group.

### **Photographs**

The Facebook group of St James and St John PTFA allows administrators 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. St James and St John PTFA accepts no responsibility regarding ownership or permissions for any photographs posted by members of the group in the comments or on other social media groups/sites.

### **Application of this policy**

By using the Facebook group of St James and St John PTFA 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 St James and St John PTFA.