



Tudor Grange Academies Trust

Social Media Policy

Document title	Social Media Policy
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Date of Approval/Review	16 April 2026
Approving Committee	Operations Committee
Version	1.0
Policy review date	Annual – April 2027

Date updated	Version	Change from last version
16.04.2026	1.0	New policy

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1. Introduction

- 1.1. We recognise the benefits of social media, but it also brings potential risk, to the school and Tudor Grange Academies Trust ('the Trust'), and to individuals. For the purposes of this policy, 'social media' is defined as websites and applications (apps) that allow people to create or share content and/or participate in social networking. Examples include, amongst others Facebook, LinkedIn, Instagram, Snapchat, Reddit, Pinterest, YouTube, WordPress, Tumblr, Ask.fm, WhatsApp, Messenger. This policy also refers to online gaming platforms and MMORPG ('massively multiplayer online role-playing games') e.g. World of Warcraft.
- 1.2. We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin boards to share good practice and disseminate information and resources. The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the Trust, and appropriate professional standards will apply to all postings and messages.
- 1.3. This policy will be read in conjunction with the Trust Online Safety Policy, HR advice and guidance.

2. Scope and Responsibilities

- 2.1. This policy applies to all use of social media, by all staff, Local Governors, Trustees, and volunteers, including personal use, work-related use, during working hours or out of hours, onsite or offsite, through the Trust's internet network or otherwise, on Trust owned or personal devices, on official school or Trust social media accounts/platforms or personal accounts/platforms. This will be read in conjunction with the Bring Your Own Device Policy and the Acceptable User Agreement (an appendix of the Online Safety Policy).
- 2.2. All staff are expected to comply with this policy. All leaders are responsible for ensuring their team read, understand, and comply with this procedure.

- 2.3. In order to be described as an official 'school or Trust platform' or 'school or Trust account':
- Master privileges and access permissions are held by the Trust's IT managed service provider
 - The school Principal or Trust will have editorial oversight of all content
 - The number of staff members with administrative rights will be limited to those necessary as designated by the Principal, Chief Executive Officer (CEO) or Chief Operations Officer (COO)
- 2.4. 'Quasi school' social media, for example a Twitter account such as 'Miss Stuart History @ Secondary School' are not official school or Trust platforms unless the above conditions are met. The Trust will not accept liability for content and postings on accounts containing the school or Trust name which have not been authorised and do not meet the official 'Trust platform' criteria. Personal information and pictures will not be posted without appropriate consent and oversight. Authorised accounts will remain the property of the Trust and may be deleted at any time by the Trust.
- 2.5. The Trust's Data Protection Officer (DPO) will provide assistance and further guidance on the use of social media with regards to data protection.
- 2.6. A breach of this policy could lead to disciplinary action.
- 2.7. If there are concerns that comments or posts may potentially be defamatory or libellous, the school or Trust may seek legal advice.

3. Recognised school and Trust Channels

Trust official social media channels can be found linked on the home page of our websites.

Department	Platform
Tudor Grange Academies Trust	LinkedIn
Tudor Grange Teaching School Hub	Facebook
	Instagram
	Bluesky
	LinkedIn

Official social media channels of our Schools are:

School	Platform
Tudor Grange Academy Solihull	LinkedIn
Tudor Grange Academy Worcester	LinkedIn
Tudor Grange Primary Academy Haselor	Facebook
Tudor Grange Academy Kingshurst	Facebook
	Instagram
Tudor Grange Primary Academy Meon Vale	Facebook
Tudor Grange Primary Academy Perdiswell	Facebook
	Instagram

We use these social media accounts to celebrate successes and events in the school and the Trust. We do not include personal data of any type in these posts.

- 3.1. The official use of social media sites is limited to activities with educational or community engagement objectives.
- 3.2. Account information and login details will be held centrally in the school and the Trust by the Trust's IT managed service provider.
- 3.3. Multi-factor authentication (a method of account security that ensures only legitimate users can access accounts and applications), will be enabled wherever possible.
- 3.4. Official social media sites have appropriate privacy settings, are suitably protected and, where possible, linked to from our website.
- 3.5. Official social media use will be conducted in line with existing policies, including anti-bullying, data protection, online safety, and safeguarding and child protection.
- 3.6. Any official social media activity involving pupils will be moderated.
- 3.7. Official social media use will be used in conjunction with other methods of communication, so as to reach all members of the community, including those who do not / cannot utilise social media.

4. Our Social Media Standards

- 4.1. We will ensure online conduct, whether on behalf of the school or Trust or posted on a personal account by a staff member, does not impact adversely on the reputation and integrity of the setting.
- 4.2. As part of our obligations under KCSiE we may check (and record the outcomes of these checks) the online presence including social media searches of our staff, Local Governors, Trustees and volunteers.
- 4.3. Any use of social media that could impact on the school or the Trust will meet these standards:
 - Respect others, they may be affected directly or indirectly by your actions online
 - Be honest about who you are, and what you know
 - Be sensitive to others and to your position within the school and the Trust
 - Protect privacy and respect your confidentiality of that of others
 - Maintain professional standards.
 - If in doubt, don't post!

5. Our Social Media Rules

- 5.1. These rules will be followed, to ensure we meet the required standards:
 - i. Be kind:
 - Use common courtesy.
 - Consider the potential effect on others of your words or content you post
 - Always be responsible, credible, fair, and honest, and consider how the information being published could be perceived or shared.
 - ii. Be honest:
 - Be transparent about your role, especially when representing the school or the Trust in an official capacity
 - Only post about things you know to be true and only if it is appropriate to share them
 - Do not post someone else's images or content without prior permission, or with appropriate acknowledgement where permission has been given to reproduce
 - iii. Be sensitive:
 - Do not enter into discussions with parents or colleagues via social media forums

- Do not post or share images, memes (or similar) or links that are inappropriate or have inappropriate content
- Do not post anything that could be considered; discriminatory, gossip, lies, offensive or threatening comments, comments/images that deliberately, negligently, or recklessly mock, tease, humiliate or harass an individual
- Be especially careful when posting about potentially inflammatory subjects.
- Do not give advice or information that you know to be contrary to the school's or Trust's policies or interests.
- Do not reveal any sensitive information about the school or the Trust or about any plans that are not yet public.
- In the event of an incident affecting the school or Trust or any members of the school or Trust community only official communications channels and accounts will comment or share news or updates.
- Be aware of the potential risks of communicating with current and ex-pupils in ways which may be considered as inappropriate, particularly if it could be shown that the adult-pupil relationship of trust had been breached.
- Only use official school or Trust platforms to post school or Trust information, celebration, news, and photographs. Ensure all posts are in line with the Safeguarding and Child Protection Policy.
- Report any inappropriate contact from pupils to the designated safeguarding lead at the earliest opportunity to prevent situations from escalating.
- Staff are reminded that, as a safeguarding issue, they will always be careful about who they are 'talking to'. It is very easy to hide an identity in an on-line conversation.

iv. Protect privacy and respect confidentiality:

- Do not breach confidentiality – do not share anything private about anyone else
- Don't share anything about yourself that you wouldn't want the rest of the school or Trust community to see.
- Be aware that what you post could divulge information such as your home address.
- Always follow the Data Protection Policy and ensure that you have secured the appropriate consent before sharing images on the official social media channel
- Apply appropriate security and privacy settings to your social media accounts and the devices you use to access them.
- Make yourself familiar with privacy settings – these change often and with little or no warning; users with access to the school or Trust account will ensure that privacy settings are routinely updated
- Be aware of 'phishing' attempts through social media, where scammers may try to obtain information about you or other people, including passwords or financial information.

v. Maintain professional standards

- Do not 'befriend' or initiate engagement online with pupils, or families of pupils, (including former pupils who have recently left the school unless you are the parent of the pupil or a close family member.
- If you do wish to communicate with or are contacted by a former pupil who has recently left the school via social media, contact the Principal before engaging.

- Always be professional and aware that you are an ambassador for the school and the Trust. Remember you are representing the school and the Trust and the same standards of conduct will be followed online as well as offline.
- Do not post or share offensive, discriminatory, or illegal content, or anything that would bring the school or the Trust into disrepute.
- Ensure a clear distinction between school or Trust and personal life when making comments and posts.

vi. If in doubt, don't post!

- Once you've posted something to the internet it cannot be taken back.
- Even if you delete content it may already have been copied or saved by another user and could be shared more widely.
- Even if you have posted in a closed or private group other members may not respect the rules or your confidentiality.

6. Access to Social Media at Work, for Personal Use

- 6.1. Personal use of the Internet including access to social media is only permitted in your own time (e.g. before or after work and during your lunchtime) and will not be left running "in the background", whilst at work. Staff are advised to refer the Trust's Bring Your Own Device and Acceptable User Agreement (an appendix of the Online Safety Policy) for further guidance.

7. Online Safety Concerns

- 7.1. All staff members will be made aware of the reporting procedure for online safety concerns, including breaches of filtering, youth produced sexual imagery ('sexting', 'nudes'), cyberbullying, illegal content, and radicalisation. Refer to ['Keeping Children Safe in Education 2024'](#) – in particular, but not exclusively para 133, 134-151 Online Safety.

8. Inappropriate References to the school, the Trust or Staff

- 8.1. Members of staff who find that 'friends' have posted inappropriate material, relating to themselves on a social media site will ask them to remove it. If necessary, users can also report comments and posts to the site. Staff will advise the Principal if there are likely repercussions for the setting.
- 8.2. Where staff are the target of complaints or abuse on social networking sites, site reporting functions will be used. Where possible screen captures ('screen grabs') or photos of any post, page, or thread which may be considered harmful, threatening or abusive will be taken.
- 8.3. Where staff find inappropriate references to the school or the Trust, staff or pupils posted by parents, colleagues, pupils, or other members of the community, this will be reported to the Principal, CEO or COO as soon as possible. The Principal, CEO or COO will take the appropriate course of action, which may include contacting the Human Resources team, seeking legal advice or contacting Law enforcement agencies e.g. police. Staff will not attempt to deal with the situation personally.

9. Complaints

- 9.1. There may be times where individuals will bypass the Trust's complaints procedures and use social media to criticise the school or the Trust decisions or policy, and, in some cases, make malicious comments about staff, local governors or trustees.
- 9.2. Whilst people have a right to freedom of expression under the Human Rights Act 1998, their opinions should not cause harm or distress. Any complaint, dispute or grievance posted on any social media channels which

names staff members, pupils, local governors, trustees or volunteers will be reported to the Principal, CEO or COO as soon as possible.

- 9.3. Concerns and complaints relating to colleague or pupil social media activity will be directed to the Principal, CEO or COO as appropriate.

10. Relevant Legislation

- 10.1. In applying this policy, the school and Trust will adhere to its rights, responsibilities, and duties in accordance with UK law. The following legislation may be pertinent:

- Keeping Children Safe in Education 2024 (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).
- Regulation of Investigatory Powers Act 2000
- Malicious Communications Act 1988: Section 1
- The Human Rights Act 1998
- The Computer Misuse Act 1990
- Protection from Harassment Act 1997
- Communications Act 2003: Section 127
- Racial and Religious Hatred Act 2006.
- The Data Protection Act 2018 and UK General Data Protection Regulations
- The Equality Act 2010
- The Defamation Act 2013
- Online Safety Act 2023.