Our Lady of the Assumption Catholic Primary School

Approved Website Policy

Adopted by Full Governing Body : 29th April 2020

Signed *Michael Sharkey.* **Chair of Governors .**

To be reviewed : April 2023 , or dependant on any legislative changes

Safeguarding Statement:

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.'

Our Vision

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

Values and Ethos

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

Website

Introduction

The Our Lady of the Assumption Catholic Primary School website is run by the school. It is managed by the Head Teacher and IT Support and falls under the responsibility of the Governor's Quality and Standards Committee.

The website has the following aims:
- To promote the school
- To provide information to prospective parents and staff, and the wider community.
- To act at a communication channel between teachers, parents, pupil and school management.
- To improve pupil learning.
- To raise standards in teaching and learning.

Website Privacy

The school is committed to safeguarding the privacy of website visitors – this section sets out how we treat your personal information.

We may collect, store and use the following kinds of personal data:
- Information about visits to, and use of, this website.
- Information about any transactions carried out between you and us on (or in relation to) the website.
- Information that you provide to us for the purpose of leaving website comments, and/or subscribing to the website, and/or e-mail notifications.
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Website Structure

There are two main sections to the website:
- The front-end published site, which is available to anyone in the world with internet access.
- The private, editing site, which is available only to authorised members of the school community and is controlled by username and password.

User accounts are only created with the approval of the Head Teacher.

Safeguarding

The safety of children and other users who appear or are referred to on the website is of paramount importance. The school will ensure that no pupil can be identified or contacted via, or as a result of using, the school website.

The school operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils at the school:
- Where pupils are named, only their first names are given.
- Where a pupil is named, no photograph of that pupil is displayed.
- Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils.

At the start of each academic year parents are asked to fill in a permission form for the school to use their child's photograph on school publicity materials which includes the school website page.

Any text written by pupils will be reviewed before inclusion on the website to ensure that no personal details are accidentally included that could lead to the identification of the pupil.

Content

Links to external websites will be checked thoroughly before inclusion on the school website. The sites will be checked for the suitability of their content for their intended audience.

Any persons named on the website can ask for their details to be removed.

The web pages will be regularly reviewed for accuracy and will be updated as required. It will be the responsibility of an administrator to ensure that this happens.

Where the website contains links to other websites, we are not responsible for the privacy policy of those websites.

Photographs and videos

At the start of each academic year parents are asked to fill in a permission form for the school to use their child's photograph on school publicity materials which includes the school Twitter page.

Only authorised administrators have permission to upload photographs and videos on to the page. This is because they are aware of the parental permissions held by the school.

No-one else is permitted to post any photographs or videos on to the page. The setting allowing people to post or tag photos will be turned off.

No children will be tagged or named in relation to a photo directly on the page.

Twitter – please refer to the school's separate Twitter policy

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