

# Our Website Guidelines

## Guidelines for Neston Primary School Website Content

- All material or articles published on the school website will reflect the principles of child protection and pupil safety and will be of such a nature not to expose any individual child or group of children to any potential harm or danger.
- Editorial access will be strictly limited to ensure a consistency of approach and integrity of content. A code of practice will be adhered to in order to ensure that high ethical standards are applied.

## Communication Policy

- The school website will not afford the facility for any person to communicate directly by email with any member of the school community other than the Head Teacher or admin staff.

## Code of Practice

- The Head Teacher and School Governors recognise that there can be legitimate concerns over the electronic publication of photographs and any means of identifying individual children. It is also recognised that any risk of harm or danger to any individual child is extremely small. This code of practice is designed to ensure that any such risk is minimised or negated by the application of specific safeguards in respect of all published material. These safeguards will be monitored and reviewed on a regular basis.
- The Head Teacher will retain editorial control over the content of the school website.
- Management of the website will be the responsibility of a designated person or persons. Only designated persons will be allowed to publish material on to the website.
- Designated persons will vet all submitted articles to ensure conformity to high standards of child protection principles.
- The following types of photographs of children will not be published on the school website: photographs linked to a child's name or other identity, photographs in which a child could be identified e.g. *holding a certificate with their name on it*

At the start of each school year parents are asked to give their consent to the inclusion of photographs of their children on any school publications, electronic or otherwise.

Please also see our [Internet Safety page](#).