

REACH WEBSITE POLICY

Date of Policy: April 2017

Policy Review Date: April 2018

Reach website serves to:

- promote the school
- provide information to prospective parents and schools, the wider community and the world
- act as a communication channel between schools, parents, pupils and Reach staff;
- support pupils and families in learning and development.

Website Structure

The school website is <http://www.reachhub.org.uk>. The site is hosted by Umbraco.

Umbraco allows the Site Administrator to create a site that users can access and add content to. User accounts are only created with the approval of the Head Teacher. An up to date list of current users and their roles is held by the Head Teacher.

Safeguards

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

Access and Approval

Content on the school website is controlled by role access. . All material submitted for use on the site will be reviewed by nominated administrators and approved by the Head Teacher before publishing.

Names, pictures and content

1. Where pupils are named, only their first names are given;
2. Where a pupil is named, no photograph of that pupil is displayed;
3. 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. When choosing photographs for the website, Reach is mindful of the way pupils may appear in them.

Reach follows a policy of seeking parents' permission before using images which show pupils on the website.

No private information about pupils is ever published on the website such as surnames or contact details. Personal details of children or adults such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.

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

Work of our pupils will be reviewed before inclusion to ensure that no personal details are accidentally included that could lead to the identification of the pupil.

All written work will be reviewed to ensure that it is in no way defamatory.

Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed.

All written material will be checked for its suitability for its intended audience.

Privacy

Adults and students have the right to refuse permission to publish their image on the site.

Parents have the right to refuse permission for their child's work and/or image to be published on the site. Parents will be notified of this right by publication of this policy on an annual basis.

Those wishing to exercise this right should express their wishes in writing to the Head Teacher, clearly stating that they object to work, images, or both being published, to the site.

Monitoring

Nominated administrators will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Head Teacher and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.

New pages will be checked for errors before publication.

The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of an administrators, school management and staff to ensure this happens.

Maintenance and Editing

At least two members of staff will be nominated as administrators and have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office.

Policy details

This policy has been written in accordance with guidance from the Department for Education website (www.education.gov.uk) and will be updated annually.

Policy update

A paper copy of this policy and other relating policies can be obtained from the Reach reception on request.