



WELTON PRIMARY SCHOOL

WEBSITE POLICY

Purpose of Website

Welton Primary School values the contribution that a school website can make towards:

- Providing information for and communication between
 - The parents of existing pupils
 - The parents of prospective pupils
 - The larger community outside school
 - Staff and pupils

- Promoting
 - The values, aims and philosophy of the school
 - The achievements of the pupils

Website Structure

The school website is www.weltonprimaryschool.com and consists of two sections:-

- The **published site** which is accessible by the general public, and
- The **administration site** that is only accessed by the School Business Manager/Admin Officer or the Head Teacher.

Administration

The School Business Manager has full access to the school published website, and edits all the site pages. The Head Teacher oversees the developments.

Safety

It is the duty of the school to ensure that every child in its care is safe. The same principles apply to the virtual presence of the school as much as the physical presence. The school will ensure that no pupil can be identified or contacted either via or as a result of using, the school website.

- Images, examples of work and privacy:-
 - Group images will be used wherever possible;
 - No names will appear beside the images of pupils;
 - Permission will be obtained from parents or carers at the start of each academic year regarding pupil photographs being placed on the website;
 - No personal details, addresses or e-mail addresses will be published for adults or pupils.

- Content
 - Links to external websites will be checked thoroughly before inclusion on the school website, however parents should always check them before letting the children use the site. Contents of websites can change and the school should be informed if any child/parent identifies that they have become unsuitable;
 - Text written by 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 as far as it is possible to ensure that no copyright or intellectual property rights are infringed;
 - All written material will be checked for its suitability for its intended audience.

- Maintenance
 - The school website will be monitored and updated regularly to ensure that it complies with the rules stated above.
 - This website policy will be reviewed annually and updated in line with any changes in guidance or regulation that may have occurred.
 - The website policy will be one part of a suite of policies created to ensure the safety of pupils while working online.

This policy has been written in accordance with the guidance provided by:-

- Becta (www.becta.org.uk)
- Superhighway safety for schools (DFES)