

International British Theatre School

Socials Media Publication Policy for Teachers and Students

[International British Theatre School](#) recognises that many staff enjoy networking with friends and family via social media. However, we have to balance this against our duty to maintain the confidentiality of children and parents/carers attending the [School](#), as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for [International British Theatre School](#) both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

- X (formerly Twitter)
- Facebook
- YouTube
- Tumblr
- Instagram
- Clubhouse
- TikTok
- Personal blogs and websites
- Comments posted on third party blogs or websites
- Online forums

Social media rules for staff

When using social media sites, staff must not:

- Post or discuss anything that could damage [International British Theatre School](#) reputation.
- Post anything that could offend other members of staff, parents/carers, or children using [International British Theatre School](#).
- Publish any photographs or materials that could identify the children attending [International British Theatre School](#) or its host.
- Accept invitations from parents, carers or students to connect via social media (e.g. a 'friend request' on Facebook) unless they already know the individual in a private capacity.
- Discuss with parents or carers any issues relating to their child or [International British Theatre School](#). Instead invite the individual to raise the issue when they are next at [International British Theatre School](#), or to contact the Manager if the matter is more urgent.

Any member of staff who posts content or comments that breach confidentiality or which could harm the reputation of [International British Theatre School](#) or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our **Staff Disciplinary policy**.

Social media rules for students

When using social media sites, students must not:

- Publish any photographs or materials that could identify other children or staff attending [International British Theatre School](#) or its host
- Send invitations to staff to connect via social media (e.g. a 'friend request' on Facebook) unless they already know the individual in a private capacity.

Any student who publishes photographs of the setting or other students may face disciplinary action in line with our **Behaviour Management Policy** and our **Suspension and Exclusion of Children policy**.

General cautions for using Social Media

When using social media in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever - Google never forgets!

Related policies

See also: **Mobile Phone policy**, **Data Protection policy**, **Staff Disciplinary policy**, **Safeguarding policy**.

This policy was adopted by: International British Theatre School	Date: 31.10.2024
To be reviewed: 31.10.2025	Signed: Ben Whiteside