

## FOBS Social Media & Communications Policy

### Purpose

This policy outlines how **Friends of Bletchingley Village Primary School (FOBS)** communicates with parents, carers, staff, and the wider community and uses social media to support its activities. It aims to ensure that all communication is clear, respectful, inclusive, and in the best interests of our school community. It applies to all members and is publicly available for reference.

### Communication channels

FOBS uses the following channels to share information and updates:

- FOBS WhatsApp Community
- Class WhatsApp Groups
- Facebook (<https://www.facebook.com/groups/1577498415853283>)
- FOBS email (to respond to individual messages)
- Printed Posters/Notices

Information may also be communicated via the school email, newsletters and website. FOBS does not have control over these communication channels.

### How we use our communication channels

Our association uses communication channels to:

- Share FOBS news and updates
- Promote and provide information about upcoming events
- Recruit volunteers
- Celebrate community support
- Gather feedback from members
- Host the FOBS governing documents

All communications will be factual, respectful and inclusive. Language will be clear and jargon free to ensure accessibility. No personal details will be shared on our communication channels without prior consent.

Our social media platforms are **not** to be used for private conversations or topics unrelated to FOBS.

### Social media access & visibility

Our social media accounts have the following access levels:

- **Facebook group:** This is a *closed group*. Membership must be approved by our group administrator. Membership will be reviewed once a year to ensure that only parents, guardians or staff are members of the group. Only approved users can view and post content. To request access, visit <https://www.facebook.com/groups/1577498415853283>
- **Whatsapp group:** This is a *closed group*. Membership must be approved by our group administrators. Membership will be reviewed once a year to ensure that only parents, guardians or staff are members of the group. Only approved users can view and post content. To request access, visit <https://chat.whatsapp.com/HejY2wTfNxaAqmk4qQU31f>

### Who can join our social media accounts

- The Facebook group and Whatsapp group are intended for members of FOBS – specifically, parents or guardians of pupils at Bletchingley Village Primary School and school staff
- Children under 13 are *not* permitted to join

## Use of social media

Our social media platforms should be used in a respectful and supportive manner and the privacy of children, staff and families must be respected at all times.

The following uses of FOBS social media platforms are prohibited:

- Personal messaging between members
- Discussing non-FOBS school matters (please refer these matters directly to the school)
- Promoting personal business (unless approved by the committee for PTA benefit)
- Posting inappropriate, offensive or defamatory content

**Violations may result in post removal or member exclusion**, in line with committee review and our constitution. Serious concerns will be referred to the school leadership.

## Posting photographs on social media

Members *may* post photos in line with these expectations:

- You must own the rights or have permission from those featured
- Photographs of children will only be shared with prior parental consent and in line with the school's safeguarding policy
- The PTA is *not responsible* for ensuring permissions

Please be respectful and thoughtful when sharing media.

## Acceptance & agreement

By participating in our communication channels, you accept this policy in full. If you disagree with any terms, we kindly ask you to refrain from using or exiting the relevant channel.

## Policy review

This policy will be reviewed annually by the FOBS committee to ensure it continues to support both the organisation and its volunteers effectively.

## Policy Approval

Approved and adopted by the committee of FOBS in February 2026.

**Next review:** November 2026