



Social Media Policy

Purpose

This policy outlines how **Panshanger PTA** uses social media to support its activities and communicate with members. It applies to all members and is publicly available for reference.

Platforms we use

Panshanger PTA currently uses the following platforms:

- Facebook – <https://www.facebook.com/PanshangerPTA/>
- WhatsApp – Class Groups, PTA groups
- Instagram – <https://www.instagram.com/panshangerpta/>

Access & visibility

Our social media accounts have the following access levels: **(Add, remove or adjust based on your platforms and settings)**

- **Facebook group:** This is an *open group*.
- **WhatsApp group:** This is a *closed group*. Membership must be approved by our group administrator. Only approved users can view and post content. To request access, speak to your class representative.
- **Instagram:** This is *public*. Anyone can view, follow and respond to posts

Who can join

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

How we use social media

Our association uses social media to:

- Share PTA news and updates
- Promote upcoming events
- Recruit volunteers
- Celebrate community support
- Gather feedback from members

It is **not** to be used for private conversations or unrelated topics.

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

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Inappropriate use

The following uses of **Panshanger PTA** social media platforms are prohibited:

- Personal messaging between members
- Discussing non-PTA school matters
- 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.

Posting photographs

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

- You must own the rights or have permission from those featured
- The PTA is *not responsible* for ensuring permissions

Please be respectful and thoughtful when sharing media.

Acceptance & agreement

By participating in our social media channels, you accept this policy in full. If you disagree with any terms, we kindly ask you to refrain from using or exit the group.

Availability

This policy is:

- Published on our official PTA website – <https://panshanger.herts.sch.uk/pta/policies/>
- Pinned or referenced in the relevant social media platforms information

Policy review

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

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Signatures

Approved and adopted by the committee of **Panshanger PTA:**

Name: _____
Position: _____
Signature: _____
Date: _____

Name: _____
Position: _____
Signature: _____
Date: _____

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