Barrowby Church of England Primary School

Website Policy

1.   Purpose of Website

1.1   Barrowby Primary School values the contribution that a website can make to the life and role of the school in a modern society. Barrowby Primary School's website has 5 important roles:
- To promote the school;
- To provide information to prospective parents and teachers, the wider community and the world;
- To act as a communication channel between teachers, parents, pupils and school management;
- To improve pupil learning;
- To raise standards in teaching and learning.

2.   Website Structure

2.1   The school website is http://www.barrowby.lincs.sch.uk/. The site is hosted on a server in the UK and built by Primarysite.

2.2   There are two main sections to the site: –
- The front end published site, which is available to anyone in the world with Internet access
- The private back end site, which is available only to authorised members of the school community

2.3   Access to the private back end is controlled by username and password.

2.4.   Primarysite allows the Site Administrator to create an unlimited number of users that can access and add content to the site. Users are teachers, administration staff and governors. 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.

3.   Safeguards

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

4.   Access and Approval

4.1   Content on the school website is controlled by role access. There are 4 roles: Superuser, Teacher, Governor and Governor (read only).

4.2   Superusers have full access to the website for the purposes of maintaining the software and the underlying technical environment. This includes tasks such as user administration and software maintenance and upgrade. Superusers will not publish materials to the site unless expressly authorised by the Head Teacher.

4.3   Teachers have access to update their class pages on the website.

4.4 A Governor user can see all areas of the website with the exception of the Staff Secure Area. They can edit the Committee Secure Area and the Governors Secure Area.

4.5 A Governor (read only) can see all areas of the school website with the exception of the Staff Secure Area and the Committee Secure Area.

5. Names, pictures and content

5.1 Adults' names will be published as their title and last name e.g. Mr. Smith. Children's names will be published as their first name only e.g. Jacob, or if required, first name and year group e.g. Jacob Year 4.

5.2. Any images of children will not be labelled with their names.

5.3. Permission will be obtained from parents or carers before any pupil's image is used.

5.4. Permission will be obtained from parents or carers before publishing the work of any pupil. Only first names and year group will be used to identify the work.

5.5. No close up pictures of individual children will be available online – only group photographs with two or more children.

5.6. Children will only be shown in photos where they are suitably dressed.

5.7. Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.

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

5.9. Any 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 e.g. membership of after school clubs.

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

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

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

6. Privacy

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

6.2 Parents have the right to refuse permission for their child's work and/or image to be published on the site.

6.3 Those wishing to exercise this right should express their wishes in writing to the Head Teacher, clearly stating whether they object to work, images, or both being published, to the site. Parents will be notified of this right by publication of this policy on an annual basis with an acknowledgement receipt attached.

7.   Monitoring

7.1   An Editor 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.

7.2   New pages will be tested for errors immediately after installation.

7.3   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 Administrator, school management, staff or authorised agents to ensure this happens.

8.   Maintenance and Editing

8.1.   Written instructions and manuals will be available and maintained by the Administrator covering how to update the website.

8.2.   At least two people should 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.

9. Website Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025
Next review: September 2028