



# Seamer and Irton CP School

## Class DoJo Policy



Policy name	Class DoJo Policy
Frequency of review	Biennial
Governor lead	Helen Mallory
Lead member of staff	Robert Webb
Reviewed on	July 2025
Reviewed by	Governing Board
Next review	July 2027

The school uses Class DoJo for the purpose of promoting school activities and achievements and distributing administrative messages to our followers, namely parents.

The school's Class DoJo Policy should be read in conjunction with the school's Acceptable Use Policies and the Online Safety Policy.

**The school provides information using Class DoJo via 3 streams:**

### School Story

The "School Story" which is a wall of announcements and photos for all parents across school. This might be a reminder about non-uniform day or a school disco, or a photo of a group of children taking part in an activity. **All parents and carers can see this** – this is administered by the headteacher, School admin officer and school business manager.

### Pupil Portfolio

Personal pupil portfolios - a place to celebrate work and achievement of individuals. Parents can also add to their child's portfolio from home too. All portfolio items are approved by the class teacher before being posted to make sure only the most appropriate items make it. **Parents and Carers can only see their own child's profile.**

### Class Story

Class teachers and support staff can broadcast information to all the parents of children in their class using the Class Story. This might be a PE reminder, or a class visit update. **The Class story can only be seen by the parents and carers of children in that class.**

**All staff posting via Class DoJo must abide by the following policy:**

- Only photographs and videos of children with parental permission appear on DoJo.
- A record of parental permission is stored on our MIS system.
- Where possible, children without permission to appear on DoJo should still be included in photographs, but their faces edited out.
- Any staff member wishing to use their account on their own, personal mobile device or smart phone must ensure that the devices have a PIN lock.
- DoJo-ed photos will not include the names of pupils.

- Photographs of children must only be taken on school devices, unless permission has been given by the head teacher or deputy.
- DoJo accounts will only be used to connect to current families and pupils.
- DoJo posts will not compromise personal or professional reputations or the reputation of the school.
- All DoJo feeds should be aimed at parents, not pupils. When discussing the school's DoJo accounts with pupils, care must be taken to advise them on the safe and responsible use of social networking sites.
- All staff must ensure they DoJo in accordance with this policy and all linked policies: DoJo messages and pictures must only be broadcast after careful consideration.

### **Chats**

Whilst DoJo has a chat feature to allow direct communication between parents and staff, DoJo chats are not regularly monitored by staff. Parents are encouraged to contact staff via email or via the school office.

### **Monitoring of the Policy**

All school-approved School Leaders and teachers with admin permissions have the ability to moderate the School Story. This includes enabling and disabling comment settings, editing or deleting posts, and removing individual comments from a post. These tools help maintain a respectful and engaging community for everyone.

It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy. Monitoring of the policy will be by the Headteacher.

Any breaches, or suspected breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy, this may result in action being taken under the school's disciplinary procedure. A breach of this policy may be considered to be a serious disciplinary offence which is contrary to the school's ethos and principles.

The Governing Body will take appropriate action to protect the school's reputation and the reputation of all staff, parents, governors, children and anyone else directly linked to the school.