



WEBSITE POLICY

VERSION 1

13/11/2017

Website Policy

We believe this policy should be a working document that is fit for purpose, represents the Trust ethos, enables consistency and quality across the academies and is related to the following legislation:

- Education Act 1996
- School Standards and Framework Act 1998
- Education Act 2002
- Education Act 2005
- Education and Inspections Act 2006
- School Information (England) (Amendment) Regulations 2012

The following documentation is also related to this policy:

- Framework for School Inspection (Ofsted)
- Inspecting e-Safety in Schools: Briefing for Section 5 Inspections (Ofsted)

We believe the Website Policy is an effective way of promoting the Trust and Academies, and communicating with parents, academy personnel, governors, trustees, students and with the wider community. The website will give up to date information with clear information for all stakeholders.

The Trust has the duty to ensure all statutory information is provided on the academy and trust websites, that content is controlled and monitored, and that safeguarding procedures are in place for the safety of all children and other users.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To promote the Multi Academy Trust and our academies
- To communicate with parents, academy personnel, governors, students and the wider community
- To ensure all statutory information is provided
- To assist in the raising of standards in teaching and student learning
- To ensure safeguarding procedures are in place for the safety of all children and other users

Responsibilities

The **Trust Board** has:

- appointed a member of staff to be responsible for the administration of the Trust website
- delegated powers and responsibilities to the Headteacher to ensure all academy personnel and stakeholders are aware of and comply with this policy
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly

- ensure all statutory information is provided to the relevant academy personnel to be updated on the website

Statutory Information for Multi Academy Trust Websites

- Relevant business and pecuniary interests of trustees, local governors and members
- Up-to-date details of governance arrangements in a readily accessible format
- Safeguarding/Child Protection Policy
- Health and Safety Policy
- Complaints Policy, along with number of formal complaints registered in the preceding academic year
- Annual reports
- Annual accounts
- Memorandum and articles of association
- Funding agreement (including supplemental funding agreement where applicable)
- Names of Charity Trustees / Directors
- Names of the members of the Academy Trust
- Publication Scheme
- Terms and Conditions of use for website
- Cookie policy
- Trading disclosures: the registered name, the part of the UK where it is registered, the registered address, the fact that it is a charitable limited company and the registered company number.

Further information on the statutory information required on the academy website can be found at <http://www.wslaw.co.uk/download/website-compliance>

The **Headteacher and the Senior Leadership Team** will:

- appoint a member of staff to be responsible for the administration of the academy website
- ensure all academy personnel, students and parents are aware of and comply with this policy
- ensure all statutory information is provided to the relevant academy personnel to be updated on the website

Statutory Information for Academy Websites

- Academy or college contact details
- Admission arrangements
- Exclusion arrangements, including Student Exclusion Policy
- Ofsted Reports
- Exam and Assessment Results
- Link to performance tables
- Curriculum statement and policy
- Behaviour policy

- Complaints Policy and Procedures
- Pupil Premium
- Year 7 literacy and numeracy catch-up premium
- PE and Sport Premium for Primary Schools
- Special Education Needs and Disability Information
- Equality Objectives
- Annual Reports and Accounts
- Charging and Remissions Policy
- Values and Ethos
- Requests for paper copies

Further information on the statutory information required on the academy website can be found at <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

The **relevant administrator** will:

- work closely with the Headteacher
- be in charge of the day to day maintenance of the website by:
 - ensuring safeguarding procedures for children and other users are in place and functioning
 - uploading new material that is accurate and current
 - checking for spelling and grammatical errors
 - ensuring copyright controls are not breached
 - dealing with the host server

Academy personnel will:

- comply with all aspects of this policy
- provide material when necessary in order to update the site

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality within this Trust.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Trust, the Headteacher and the nominated governor.

Approval Date	13/11/2017	Review Date	12/11/2018
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