ST.ANNE'S COPP CHURCH OF ENGLAND PRIMARY SCHOOL, GREAT ECCLESTON

CLASS DOJO ACCESS & COMMUNICATION POLICY



"Let us love, not in word, but in truth and action." (1 John 3:18)

Approved by GB: September 2026
Next review due: September 2027

In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in compassion and understanding, promote justice and possess commitment and aspire to make a positive difference. We offer an ambitious curriculum that ignites curiosity along with high personal expectations that fosters resilience and which enables them to flourish. Our children are easily distinguished by the courage they show when making brave choices and understand the importance of becoming the very best versions of themselves.

1.0 introduction

St. Anne's Copp CE Primary School, Great Eccleston recognises the value of ClassDojo as a communication tool that strengthens partnerships between school and home, celebrates pupil achievements and supports parental engagement. The use of ClassDojo will always be underpinned by our safeguarding responsibilities and our commitment to keeping children safe. This policy should be read alongside the school's Safeguarding and Child Protection Policy, Online Safety Policy, Staff Code of Conduct, GDPR/Data Protection Policy and the Department for Education's *Keeping Children Safe in Education (KCSIE)* guidance, which emphasises that safeguarding includes online safety and the need for schools to take appropriate steps to protect children from harm.

2.0 Safeguarding Principles

The school is committed to ensuring that all communication platforms used within the school community are secure, appropriate and support the welfare of children at all times.
ClassDojo will be used in a manner that:

- Protects children from unauthorised access.
- Maintains professional boundaries between staff and families.
- Supports secure and transparent communication.
- Promotes online safety for pupils, families and staff.
- Complies with safeguarding and child protection expectations outlined in KCSIE.

3.0 Authorised Parent and Primary Care Giver Access

To facilitate a secure platform, the school will only accept authorised parents and carers whose details are recorded as primary care givers on the school's Management Information System (MIS) and main school database. This may include grandparents.
This measure is in place to:

- Verify the identity of all adults accessing pupil information.
- Prevent unauthorised individuals from gaining access to school communications.
- Ensure communications are shared only with those who have parental responsibility or have been approved by the school.
- Support the school's safeguarding duty to protect all children within our school family as far as reasonably possible.

Requests from individuals not listed on the school's official records will not be approved.

4.0 Appropriate Use

ClassDojo should be used for:

- Sharing learning updates and celebrations.
- General school communications.
- Reminders and information regarding school events.
- Positive engagement between home and school.

ClassDojo must not be used for:

- Reporting safeguarding concerns.
- Communicating urgent matters requiring an immediate response.
- Sharing confidential or sensitive child protection information.
- Discussing staff complaints or grievances.

Class Dojo is used by school for outward communication from school only. Inward messaging facilities are disabled and parents are advised to contact the central parent email address for any queries : parent@coppschool.lancs.sch.uk

Any safeguarding concern received through the parent email address will be passed immediately to the Designated Safeguarding Lead and managed in accordance with the school's safeguarding procedures.

5.0 Staff Responsibilities

All staff using ClassDojo must:

- Follow the school's safeguarding and online safety policies.
- Consult parental/guardian child digital permissions before posting photographs.
- Maintain professional communication at all times.
- Use school-approved accounts only.
- Ensure communications are appropriate, factual and respectful.
- Report any safeguarding concerns through established safeguarding procedures.

Staff will not communicate with pupils or parents through personal social media accounts or personal messaging services.

6.0 Data Protection and Privacy

The school will take reasonable steps to ensure that personal information shared through ClassDojo is processed in accordance with UK GDPR and Data Protection legislation.

Parents and carers are expected to:

- Keep login details secure.
- Not share access with unauthorised individuals.
- Inform the school if contact details change.
- Respect the privacy of other pupils, families and staff.

7.0 Monitoring and Review

The use of ClassDojo may be monitored by school leaders where appropriate to ensure compliance with safeguarding, professional conduct and data protection requirements.

This policy will be reviewed annually or sooner if there are changes to safeguarding guidance, online safety requirements or school procedures.

8.0 Linked Policies and Guidance

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Data Protection/GDPR Policy
- Behaviour Policy
- *Keeping Children Safe in Education (KCSIE)*, Department for Education [gov.uk], [welcare.org.uk]