

AIDE MEMOIRE: Websites and Social Media Security and Safeguarding Specific Considerations for Armed Forces Families

You may already have this procedure in place for other groups of children, young people and families. This checklist is intended to be a helpful reminder in relation to armed forces families, children and young people in Scottish settings and schools.

In considering this area of provision colleagues will want to give attention to the following issues.

- Understanding and adherence to Local Authority policy regarding safety, cyber security, website and social media platforms, and the sharing of information and images.
- Report any concerns to the appropriate local authority department immediately to seek guidance.

Examples of good practice include:

- Where there are images of children and young people, these should be without names.
- Check with parents/carers about any guidelines/restrictions for having images of them in military uniform included on public websites. Consider (as some schools do) covering faces of those in uniform with a 'smiley face' or equivalent.
- It should not be necessary to post advance notice of specific events (upcoming dates) on websites or social media. Schools and settings will use other systems to inform families, parents/carers and others within the community about specific arrangements.
- Images should be posted AFTER an event
- Posting of newsletters that provide reports and images is best delayed until following key events.
- Check website and social media statistics/analytics regularly. Discuss with your local authority any significant number of non-UK hits to the site. This may indicate a precursor to potential cyber-criminal activity.
- Appreciate and understand **why** some families do not want to share information or identify their armed forces status.
- Consider an appropriate social media action plan to implement during the **Month of the Military Child (April 2026)**, for publicity and the recognition of events and engagement.
- Contact the Security Team at the local military base, station or camp when planning an event, if armed forces personnel (in uniform) are invited. Liaise early regarding any restrictions around media and publicity. Request their guidance in relation to the group invited, as there may be different approaches to capturing images and the sharing of information.

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