

WhatsApp Policy

In response to the annual Parent/Carer questionnaire requesting more regular feedback, and the barriers staff have faced to do this during the ongoing Covid-19 pandemic- a new ‘setting’ mobile phone has been purchased with the intention of providing a WhatsApp communication platform.

The mobile phone stays locked up at the setting.

Key persons to send any photos of the individual child/messages/ updates to one Parent at a time, this is to be done during work hours only.

The following guidelines/rules must be adhered to ensuring this will be implemented & used professionally.

Information that **can** be shared –

Activities, learning opportunities accessed, WOW moments, Photos (only of the Parents child and NOT of any others)

Areas/Next steps to work on at home

Current interests in the setting

Information links such as the EYFS, Health for under-fives, Eric, What to expect when, School readiness publications, Gov UK Childcare choices etc.

Information **not to be** shared on the app

Sensitive information regarding behaviour or concerns

Inappropriate photos that could be deemed humiliating or cause offence

Inappropriate language

Information about any other child

Operational

* Cat/Amy to add all Parent/Carers contact numbers in the contact list (identified by name of child)
* GDPR always adhered to, no sharing contact details or ‘broadcasting’ messages.
* Communication is to always remain professional.
* Cat/Amy to monitor all records of communication – chats are not to be deleted.
* All staff to notify any concerns over the content of messages with management immediately.
* All Parents/Carers to be sent information regarding the use of Whatsapp as a communication tool.