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 **‘Use of Portreath Pre-school Facebook page and ‘WhatsApp’ on the preschool mobile phone’ Policy**

The purpose of this policy is to set out the procedures and guidelines we will adhere to with regards to staff using the Portreath Pre-school Facebook pages (open and closed) or ‘WhatsApp’ on the pre-school mobile phone.

Open Facebook page:

The aims of our setting’s ‘open’ Facebook page is for advertisement and sharing of information with regards to early years that we feel would be beneficial for the general public to know. Content will be planned and information will always remain professional. The effectiveness of this page will be continually monitored in relation to these aims.

Occasionally we will post photos that may contain images of the children on this open page, possibly to show a community event that we have engaged in or to aid towards advertising the setting. However, we will never use photos of children which show their full face. If photos of children are put on our open Facebook page we will ensure that they are taken from above, the back of their heads or if faces are in the photo the faces will be blurred by editing the photo. We will only use said photos of children whom parents have given consent for their photos to be placed on the open Facebook page. We will never give the names of children on our open Facebook page.

We will not advertise or endorse any other companies business on our Facebook page. This is because we do not know the full details of their safeguarding procedures and policies.

The settings Manager and Deputy are responsible for placing content on the Facebook page, plus the chair of the Management committee. They have all read and signed this policy. If they do not adhere to the guidelines and procedures of this policy then this will become a disciplinary matter.

WhatsApp

Portreath Pre-school have ‘WhatsApp’ installed on the pre-school mobile phone. The pre-school’s mobile phone is password protected. The password is known by the staff that work at the pre-school.

There may be times when the Manager and staff decide that there may be a specific benefit for us to use ‘WhatsApp’ as a way of communicating between a child’s parents and the pre-school. The reason for this will be for the parents to send through photos of specific things that we may have asked for (e.g. pictures of their pets, them as a baby etc), or for the parents to send us photos of activities that their child has engaged in during holiday time or at home. With all of these communications the aim is to provide a tool for the children to talk about and support their communication skills. We will often download the photos to the pre-school laptop and then print them off to stick in the children’s learning journals. The photos are regularly deleted off the pre-school mobile phone and laptop.

The pre-school will not share any photos that have been sent from the pre-school on ‘WhatsApp’ with any other Social Media (e.g. Facebook, Instagram). Once the child has left the setting then the chat on WhatsApp will be deleted from the phone.

The pre-school will not send photos of a child to their parents other than if they are asked for with regards to a medical incident (e.g. what a rash looks like on a child who has an anaphylactic allergy). The photo will then be deleted straight after sending.

WhatsApp for child with communication needs

Very rarely we may decide to utilise WhatsApp for the benefit of a specific child. The reason for this would be that the child has communication difficulties and is unable to express to their parents what they have done at pre-school during the day. The decision to do this will be made by the Manager and deputy Manager. They will meet with the parents to discuss the use of ‘WhatsApp’ and talk through a Code of Conduct agreement, with the parents signing said agreement. All of the staff will have read and agreed to the guidelines set out below when they use ‘WhatsApp’ to communicate with the agreed child’s parents:

* The pre-school will only take photos of the agreed child on the pre-school mobile phone for the specific use of sending them to their parents via ‘WhatsApp’.
* The pre-school mobile phone is password protected.
* The photos sent from the pre-school will only contain images of the agreed child.
* The parents will only send photos of the agreed child. If they send photos which contain images other children they have agreed to obtain the other children’s parent’s permission to send them to us.
* The parents will not share any photos that have been sent from the pre-school mobile phone on ‘WhatsApp’ with any other social media (e.g Facebook, Instagram). If this has been found to happen the pre-school will no longer be able to continue the use of ‘WhatsApp’ for the agreed child.
* The chat will be between both parents and the pre-school. It is solely for the sharing of what the agreed child has done during his/her time with each parent and the pre-school, through comments and photos. It cannot be used for any other purpose.
* The comments and photos sent via ‘WhatsApp’ must be deemed appropriate. The manager or deputy will check the appropriateness of the photo and comment before it is sent.
* The parents also understand that photos and comments must be deemed appropriate. They have been informed that the pre-school may allow the agreed child to show his/her friends at pre-school the photos that are on the ‘chat’. This will be for the purpose of aiding the agreed child in his/her communication about something they are telling their friends about. If this occurs it will always be done with a member of staff present.
* The sole purpose of the ‘chat’ will be to enable the agreed child to communicate more freely about what he/she has experienced throughout the day, week, weekend.
* Once the agreed child no longer attends the pre-school the ‘chat’ will be deleted from the pre-school mobile phone and any photos will be deleted.

Closed Facebook group – ‘Parents and friends of Portreath Pre-School’

* This Facebook group is always kept as a ‘closed’ group to ensure only parents and friends (grandparents, aunties and some committee members) to attend Pre-school can have access to this page.
* The Manager or Deputy must agree who will be added as an Admin user.
* As this page is a ‘closed’ group all members must be accepted by an Admin user to have access to the page. If an Admin is unsure or has a concern about a member request, they must not accept and tell the Manager or Deputy promptly.
* We will only use said photos of children whom their parents have given consent for their photo to be placed on social media (on our consent forms given when a child starts at the setting). Parents agree to whether their child’s face can be shown on this group.
* Once the child no longer attends Portreath Pre-school, family members will be blocked from the closed Facebook group by an Admin user.

The Manager and deputy will continually review the effectiveness and safety of the setting using ‘Facebook’ and ‘WhatsApp’, and if for any reason they deem it to be putting children, staff or parents at risk they will stop all use of them.

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| This policy was adopted at a meeting of | Portreath Pre-School |  |
| Held on | 22.03.2019 Last reviewed and amended 22/05/2024 |  |
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