



## 06 Safeguarding children, young people and vulnerable adults' procedures

### 06.12 Westbrook Little People Facebook page and WhatsApp for staff meetings

The aim of our Westbrook Little People Facebook page is advertisement, showing what we do/done or will be doing and for appropriate information to be shared with parents/carers, for example; term dates as a reminder on the events or special daily activities or for sharing ideas between parents and staff of Westbrook Little People. Content will be planned, and information will always remain professional. The effectiveness of this page will be continually monitored in the relation to these aims.

- Only staff members, committee members and parents/carers who currently attend WLP will be accepted on our closed Facebook page.
- Each comment before it can go 'live' is always approved by the administrators of the page, who are the management team.
- If a staff member comes across any information sharing on the internet concerning Westbrook Little People other than our official website and FB page- this must be reported to the chairperson and Early years Manager immediately.
- Staff members must remember that they are always representatives of Westbrook Little People.
- Staff must always adhere to our confidentiality policy.
- Parents must be reminded that they are not permitted to post photographs, which may contain images of children other than their own to social networking sites, including WLP Facebook page; for example, group photos from a Christmas party or an outing where these can only be posted or approved by the management team, and used on our WLP Facebook page, our other publicity, prospectus or our website. Parents must adhere to our confidentiality agreement, which they have signed on the registration forms.
- Committee members, staff and parents/carers must not post or reply to comments on a social networking site, which could offend members of staff, parents or committee members. Please refer to our online safety policy for details.
- NO pictures of any members of Westbrook Little People/parents will ever be shared via the WLP Facebook page.
- No reference to any child, parent/carer or staff picture or personal information will ever be shared via WLP Facebook page or other social media.
- No personal information will be discussed on our Facebook page with the parents/carers e.g. safeguarding issues, fees, change of details etc.
- If a member of the Management team wishes to contact a parent/carer for reasons such as, for example, late payments, personal messenger can be used.
- If your child won't be attending the session or needs an extra session etc. **Parents should inform the preschool via telephone and NOT via the Facebook page. Staff have not got access to social media during working hours and are not expected to regularly check the Facebook page in their free time.**
- Westbrook Little People will not deal with any complaint raised via social media, private message, conversation outside the preschool or a complaint passed through another person other than the complainant. However, parents/carers can raise concerns by private messenger to the chairperson or Manager. This will then need to be put in writing as soon as possible for an investigation to take place.
- Where it is believed that an employee or committee member has failed to comply with this policy, they will face the settings disciplinary procedure.
- Where it is believed that parents/carers have failed to comply with this policy we reserve the right to review your child's place. We also would like to inform you that other parent/carers may take legal action against other parents/carers if they display images of children other than their own.

#### Procedures

All admin users will adhere to the following guidelines

- Do not post identifiable photos of children, if such a post were made to the page by a public user (i.e, a non admin user) then an admin must delete it.
- Do not post the names of children, if posting the name of a parent or staff member then do not link or tag the post to their personal Facebook page. If such a post were made to the page by a public user, then an admin must delete it.
- Admin access is only to be granted to members of the preschool committee and will be removed when they cease their involvement with the committee.
- There will be a minimum of 3 admin users at any one time- this ensures we can rapidly deal with any undesirable posts if one individual admin is unavailable.
- Admin users will delete any inappropriate images or posts- this could be (but not restricted to) abusive or offensive language, hateful, homophobic, racist or violent language or other defamatory comments. The admin user will 'block' any user who makes such a post.
- Admin users will review all posts to the page by non admin users.
- Admin users will inform the Chairperson, early years manager (or their deputies) of any negative comments or occasions where a post has had to be deleted in line with the above guidelines.

### **WhatsApp for staff meetings**

Westbrook Little People use WhatsApp to hold regular staff meetings and staff conversations such as daily briefings. The content of these discussions involve things such as, Curriculum planning, upcoming events and any difficulties that arise from time to time.

- This does not replace face to face meetings, unless unprecedented events happen, Covid-19 for example, and face to face meetings cannot take place. This will be conducted via WhatsApp or Zoom.
- Safeguarding information will not be discussed via a WhatsApp meeting.
- We only use initials and not children's or parents' names.
- Staff and committee must always adhere to our confidentiality agreement.
- Staff are not expected to respond immediately and to be involved in every conversation, therefore absences must be reported to the Early Years Manager via phone call or text at the earliest opportunity.