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 **‘Use of Portreath Pre-school Facebook page and ‘What’s App’ 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 page or ‘What’s App’ on the pre-school mobile phone.

The aims of our setting Facebook page is for advertisement, showing what we do (using appropriate references/pictures) and for appropriate information sharing with parents, for example; term dates, information about an upcoming event. Content will be planned and information will always remain professional. The effectiveness of this page will be continually monitored in relation to these aims.

When posting photos we will not use photos of children which show their full face. If photos of children are put on our 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 social media. We will never give put the names of children on our 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.

What’s App

Portreath Pre-school have ‘What’s App’ 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 ‘What’s App’ as a way of communicating between a particular child’s parents and the pre-school. The reason for this will be that the child has communication difficulties and is unable to express what they have done at the pre-school during the day.

The final decision is made by the Manager, who will meet with the parents to discuss the use of ‘What’s App’, and talk through the Code of Conduct agreement, with the parents signing said agreement (please see attached form). The Manager will then set the ‘chat’ up. Staff will all have read and agreed to the guidelines set out below when they use ‘What’s App’:

* 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 ‘What’s App’.
* 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 pre-school will not share any photos that have been sent from the pre-school on ‘What’s App’ with any other Social Media (e.g. Facebook, Instagram).
* The parents will not share any photos that have been sent from the pre-school mobile phone on ‘What’s App’ 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 ‘What’s App’ 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 ‘What’s App’ 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.

The Manager and deputy will continually review the effectiveness and safety of the setting using ‘Facebook’ and ‘What’s App’, 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 |  |
| Date to be reviewed | Annually or before if procedures change.  |  |