



Our visions and values:

- Protecting children’s right to play learn and have a voice.
- Keeping parents involved in children’s development
- Governors and staff leading the way on quality
- Working partnership with health professionals and schools
- Being ethical, respectful and tolerant

Communications policy

Status	Non-statutory
Review timetable	In line with the Online safety Policy and Data Protection Policy
Responsible governors	Children’s learning and development committee
Last review date	Spring 2022
Date of next review	Spring 2024
The policy is available for staff at:	School offices and shared drive
And for parents/carers at:	School website

Policy audit

Version	Revision date	Revised by	Section revised
V1	February 2017	Alison Emmett	Adaption for schools
V2	February 2019	Helen Currie, Alison Emmett	Addition of FANS name
V3	February 2020	Alison Emmett	No changes

Approval for children’s learning and development committee

Name	Signature	Role	Date
Pauline France		Chair of Governors	23.2.22

1. In these schools:

- We give full consideration to issues of mental, physical, sensory impairment and the literacy skills, language and confidence of all our families when accessing our information and services. Language will be kept simple, and where possible e.g. on the website, translation into other languages will be made available.
- We follow our equalities and special educational needs policy, 'Different but Equal' in seeking to be inclusive and accessible to all.
- How we use and handle photos and videos and how we deal with online behaviour is set out on our website. Before their child starts in our school families are directed to read this information and give their consent where it is needed.
- We follow the London Grid for Learning's Online safety policy. This, together with our **Data Protection Policy**, and our **Data Retention Schedule** set out how we safeguard the security of all the information we produce and publish.
- All staff, governors, students and volunteers sign the school's Acceptable Use Policy or AUP as part of their induction and then on an annual basis. This sets out their responsibilities regarding their digital life.
- Where applicable and available, we produce materials in accordance with LBWF guidance, including the LBWF logo.
- Visual communication is important to us, and we use the logos and templates that have been developed to help people recognise material that we produce.
- We use whatever means are available and appropriate to publicise our activities and news. The information we seek to communicate includes ethos and values, location and contact details, organisational structure, governance, admissions, events, courses, details of projects, incidents e.g. a case of chickenpox, and useful links.

2. Particular media:

Class Dojo

- We use this safe platform to communicate directly with children via their parents to keep in contact if we are in Lockdown (COVID 19) or to set play-based activities to inspire home learning each week when we are in school. Parents can also contact their child's key person directly here. They are encouraged not to use this platform to make complaints. They must follow the schools' complaint's procedure instead. Any videos made by FANS staff are sent to Lindsay Read or Helen Currie before they are uploaded. Staff will follow the AUP protocols when using this platform. Live lessons can also occur on Class Dojo. Any staff planning these activities must follow the protocols set out in the AUP for these sessions.

School telephone

- Staff can contact parents using the school phone landline. They must not use their personal mobile to contact parents. If an emergency situation occurs, such as a critical incident, staff must turn off their caller ID using their phone's settings before making the call.

Text messaging

- This is used to get messages to parents and carers that are particularly urgent or short-notice.

email

- This is used to get messages to parents for them to consider.

Website

- Our website provides our families and our wider community with information that they will find helpful with regard to the nurture of children under 5. This includes information about our ethos and values, how our Nursery operates and the activities we as well as information and links that are in keeping with our ethos and values.

Press Releases

- Press Releases are used on occasion to share good news about things we have done. They are checked by the Executive Head teacher, and where appropriate, written in collaboration with LBWF Public Relations department.

Social media

Our social media activity is on Facebook, Instagram and Twitter. We use these:

- to improve our day-to-day contact with families whose children have, do and will in future come to our schools;
- to promote child-led early education on a borough, city and national level.
- We believe that social media allows us to communicate news about the day-to-day life of the Schools which might not find a place on the school newsletter. These posts are automatically displayed on the schools' website.

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