



# WhatsApp Guidance 2023



WhatsApp groups are used at Lantern Academy to communicate important/urgent messages quickly to staff, students, and parents or to share positive messages etc.

They can be a useful tool in giving key information to a large group of people all at once and maintaining a sense of community amongst staff, parents, or students particularly at times of difficulty, important updates or new announcements.

However, people posting in these groups, particularly the **admin, Head, class teachers** should be aware of the potential issues and stress that any messages may cause parents or colleagues and think carefully before sending.

Evening posting should be considered especially carefully. It is not possible to give an exhaustive list of what is or what isn't acceptable to post on WhatsApp, however whoever is posting, needs to ask themselves: is there a better way to communicate this information; is this potentially going to cause a colleague stress/extra workload to receive; could this wait until I can have a face-to-face conversation; would there be a better time to send this message?

Parents & staff members have every right to manage their WhatsApp notifications in whatever way is best for their own wellbeing. It is important that all staff members and parents are part of the groups as this may be the most effective way of communicating urgent information (for example in the event of academy closure due to adverse weather), but if parents and colleagues choose to have notifications off, mute conversations over the weekend etc then this is their own choice. It is then their own responsibility to ensure they are keeping up to date with crucial communications. As adults, you are in charge of your own health and safety, including mental wellbeing. However, anyone who feels unfair pressures are being placed on them in communicating in this way, should speak to the Head.

Wherever possible, and unless there is information deemed urgent by Head, please consider very carefully before sending group messages during closure hours.

WhatsApp Groups for communicating important messages:

**Lantern Academy Staff**

**Individual class groups with class teachers**

On Induction & admissions new staff and parents will be asked for their permission to be added to these groups so that they do not miss important/urgent information. If they do not use WhatsApp, they will be texted separately if necessary. All staff and parents should be mindful of the above guidance, please carefully consider the impact on others before posting in this group and ensure that the highest of professional standards are maintained in all posts.

All forms of communication between staff and parents including WhatsApp, is to be considered alongside the Guidance for Safer Working Practices. **Any photos** that are shared for information purposes, should be deleted from colleague's and parents phones immediately and not stored on their devices.



## **Class groups**

Parents are not permitted to share any follow-on messages in the groups. Class groups are strictly for updates only. On certain occasions, if your child is running late, or is absent you may message the class group, so teacher is notified of their absence. Any queries you may have please message Lantern privately, contact the office or email us.

**Class groups are strictly for updates only.**

Reviewed 2023  
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Head of Education

