

## Group Communications to parents and members

Version 4 1<sup>st</sup> JANUARY 2023

The Group will use OSM/Email Compass Office 365 Forms and Facebook for all primary communications.

The Group will always follow the G.D.P.R. policy which can be found on the group website

Parents will be communicated with using the OSM system, Facebook, Emails and Office 365 Forms. There may be times we need to use paper letters, but this will be kept to an absolute minimum. If you need to use paper letters, then you must seek guidance from the GSL first. If a parent is unable to use any of the above technologies, then the Section Leader will ensure they always communicate with that parent in another way e.g., face to face or paper forms.

Leaders will use all the above-mentioned technologies, but the main communication will be the leaders only Facebook page / group. This is the fastest and easiest way to communicate information instantly to all persons and allows for an open discussion.

If a leader does not want to use Facebook, then they are responsible for checking in regularly with their section leader or line manager for any information that has been sent out. We suggest they either call or email on a set day each week for updates.

Also, to note

Parents Facebook page, parent's posts need to be approved before they appear on the page. Please do not blindly accept any post. Please read and review

- Is it a direct question that can be answered by messaging them direct it may be something that brings no value or information to any other user of the page? If you can answer it direct, then please do so.

- If it is something another leader can answer direct, then leave it to allow them to read it and answer. If has not been approved or deleted within 4 hours, then please accept into the group for wider discussion.
- Is it rude offensive nasty derogatory to a person or the group? DO NOT accept it DO NOT delete it inform the GSL immediately who will deal with it.

This is not to censor the Group but to allow only factual current and correct information to be viewed

