



WhatsApp

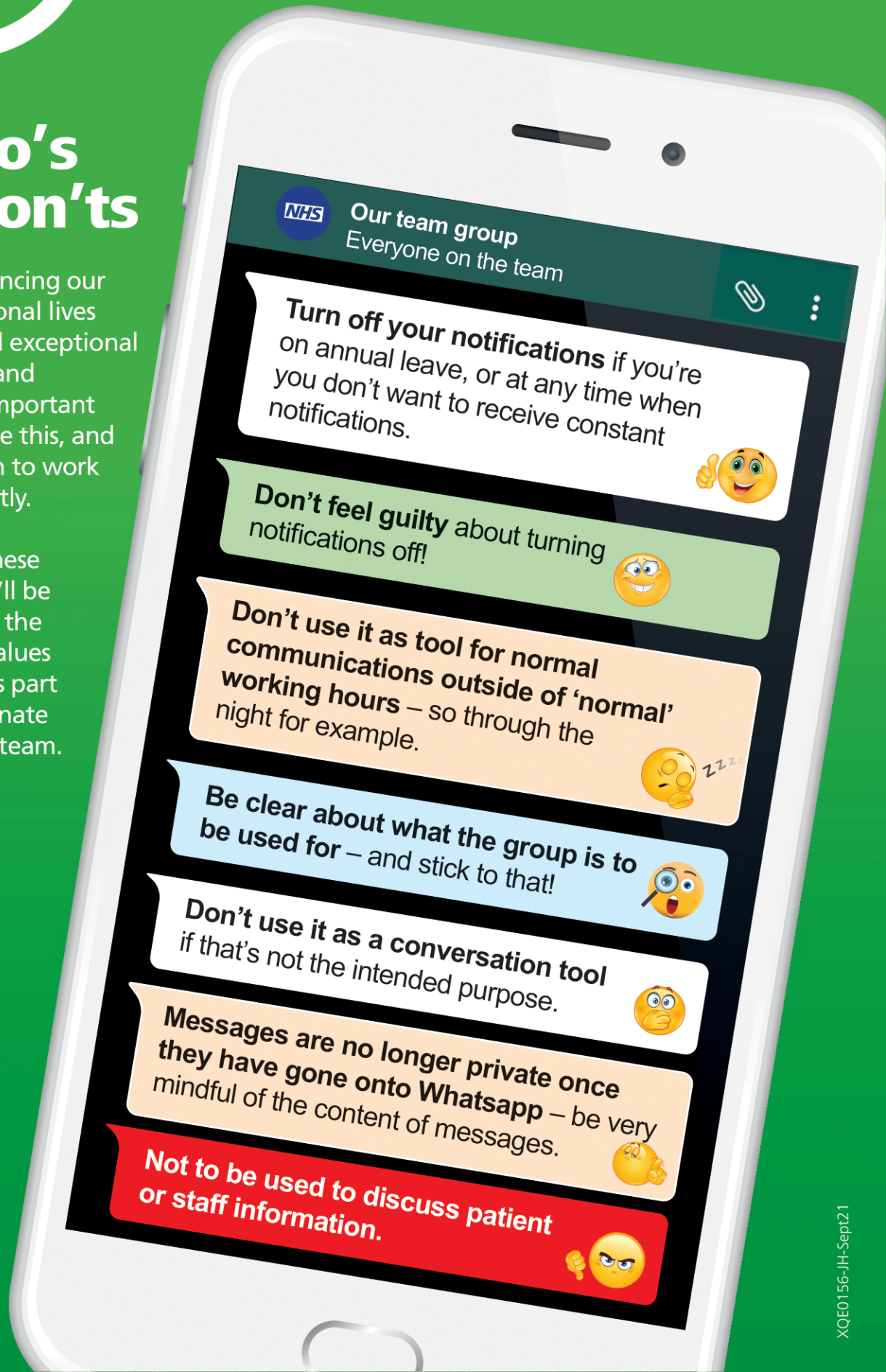
The do's and don'ts

We are all balancing our work and personal lives under new and exceptional circumstances and therefore it's important to acknowledge this, and give permission to work a little differently.

By following these simple tips, we'll be demonstrating the Trust's ICORE values and working as part of a compassionate and respectful team.



Balance



Our team group
Everyone on the team

Turn off your notifications if you're on annual leave, or at any time when you don't want to receive constant notifications.



Don't feel guilty about turning notifications off!



Don't use it as tool for normal communications outside of 'normal' working hours – so through the night for example.



Be clear about what the group is to be used for – and stick to that!



Don't use it as a conversation tool if that's not the intended purpose.



Messages are no longer private once they have gone onto Whatsapp – be very mindful of the content of messages.



Not to be used to discuss patient or staff information.

