



Mobile Phone & Social Networking

EYFS: 3.4

At Caldecote Day Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones are turned off or on silent (and not left on vibrate) and not accessed during your working hours. This includes during Folder Time in the Staff Room.
- Mobile phones can only be used on a designated break and then this must be away from the children in the staff room or off the premises.
- Mobile phones must not be switched back on until the staff member is off the premises.
- Mobile phones are not to be used in front of parents as staff are exiting the building at the end of their shift.
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day.
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones, either personal or nursery owned.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.
- Staff are not permitted to be 'friends' with any current parents who attend the nursery.
- If they are 'friends' with a parent prior to that parent attending the nursery they are asked to 'unfriend' them for the duration of their time at the nursery.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents' and visitors' use of mobile phones and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

If parents need to access their mobile phones to complete paperwork (such as providing us with emergency telephone numbers) they are asked to do this away from the children and in the presence of a senior member of staff.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publically or privately information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents / visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the Partnership with Parents Policy, Complaints Procedures and Grievance Policy)'.
'

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>October 2015</i>	 <i>Pamela Sheppard – Manager</i>	<i>October 2016</i>