

Mobile Phone, Smart Watches, Camera and Social Networking Policy



At Jo Jo's Day Care Nursery Limited 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 or smart watches during the working hours. We use two mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings or school collection.

We require 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. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the setting.

Staff must adhere to the following:

- Mobile phones / smart watches are either turned off or on silent and not accessed during working hours.
- Mobile phones / smart watches must not be used unless on a designated break and then this must be away from the children. They cannot be used on the nursery drive next to the rear garden.
- Mobile phones / smart watches must not be used in any area of the nursery accessed by the children during the opening hours of the nursery.
- Mobile phones / smart watches can only be used in the staff room above Sea Horses in working hours or off site.
- Mobile phones / smart watches should be stored safely in staff security phone boxes or your personal bags within the staff office at all times during the hours of your working day or left at home.
- If staff member needs to be contacted in an emergency, then they are to give the setting land line number. No staff are to leave their mobile phones on the reception area for the admin team to answer.
- During outings, staff will use a mobile phone belonging to the nursery. Photographs must not be taken of the children on any phones or any other information storage device that is personal, only that is owned by the nursery is permitted.
- Staff must not post anything onto 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 should not post anything onto social networking sites that could offend any other member of staff or parents using the nursery.
- Members of staff should not show where they work on their personal Facebook, Twitter or any social network site.
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times.
- Staff will only use setting provided communication channels, e.g. work email or phone number to communicate with parents/carers.
- Staff should ensure their mobile phones hold no inappropriate or illegal content.
- Staff whose children attend the setting must adhere to both the staff and parent section of this policy.
- If any of the above points are found to be happening then the member of staff involved may face disciplinary action, which could result in dismissal.

Parents and visitors of mobile phones, smart watches and social networking

Whilst we recognize that there may be emergency situations which necessitate the use of a mobile phone, 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 are remaining within the nursery for extended periods of time i.e. settle sessions or parent social events, they will be asked to leave any devices containing cameras (mobile phones/camera/smart watches with cameras) at the reception area or refrain from bringing them onto nursery site.

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 and complaint policy).



Use of Cameras

We value the use of cameras as a way in which we can accurately capture the development of a child but in order to safeguard all persons on the premises the following steps will be followed:

- Only nursery camera's are to be used to take photographs of the children.
- No camera is to leave the nursery premises.
- Personal cameras are not permitted to be used.
- Photographs are printed on a secure network for printing.
- Only nursery staff will be permitted to take photographs of the children.
- Parental permission is obtained from the parents /guardians on joining the setting to the use of photographs in the setting.
- Photographs for promotional purposes are provided only with consent of the parent.
- In the event that a drone passes over the nurseries premises Nursery Management will report this to the police.

All staff are asked to read and sign to state their understanding of the 'Acceptable Use Policy' (please refer to Online Safety Policy and Procedure).

Date Monitored: 10.03.22

Name: Jodine Grutzmacher

Signature:

Review Date: March 2023



118 Sea Street, Herne Bay, Kent CT6 8QZ