



## **Mobile Phone and Social Networking Policy**

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive the best 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 be switched off and stored in the staff members locker within the upstairs staff room
- Mobile phones can only be used during designated breaks, whilst in the staff room only, and then returned to the locker when comfort breaks are finished.
- Mobile phones must not be used during time out of the room when completing paperwork or including information on the electronic system.
- Mobile phones must not be used when engaging in planning or team meetings
- The Nursery Manager will, if necessary, conduct random checks to ensure all mobile phones are present and switched off.
- During outings, staff will use mobile phones belonging to the nursery wherever possible. The nursery mobile phones used on outings do not have a camera or other recording facility.

- 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 in any way.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parents using the nursery.
- Staff members are not permitted to add nursery parents as friends on social networking sites if the only connection with the parent is through 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.
- Consent will be sought from parents at the point of registration for photographs of their children to be included in group photographs as part of another child's learning journey.
- Family and friends of staff must never implicate the nursery in any face book or other social media posts

#### Parents and visitors use of mobile phones

- The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, to ensure the safety and welfare of children in our care, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or anywhere on the nursery premises, this includes when collecting or dropping off their children.
- Where any external agencies attend the nursery, either to support a child or carry out any inspections of the nursery, they will be informed of this policy and procedure and asked to leave their electronic devices in the office. To ensure security, visitors possessions will be locked in the secure cupboard within the office space.
- 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 or images do not fall into the wrong hands.

- At the point of registration, we ask parents for consent to enable us to post photographs of their children engaging in nursery activities on a parent face book page. This is a closed group that is managed by the manager, business manager and nursery owner. We will only accept friend requests from parents whose children currently access the setting. Once a child has left the setting their parents will be removed permanently from the group. The same rule applies for staff members who leave the setting. To help us manage the closed Facebook account, we will only accept parents onto the group. We will not accept any extended family members.

### **Dayshare Electronic system**

The Dayshare electronic system, is an online system used as a communicative tool with parents and/or carers. It is forbidden for staff to use the tablets internet system for personal gain. The tablets are not there as a resource to access the internet for activity ideas when staff are supervising the children. The usage of tablets will be monitored by the management team and any inappropriate use identified will result in disciplinary procedures being followed.

<b>This policy was adopted on</b>	June 2017
<b>Signed on behalf of the nursery</b>	
<b>Signed by Nursery Owner</b>	
<b>Date for review</b>	September 2026