

# **Mobile Phone, Smart watches and Social Networking**

At **The Nursery School** 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 working hours. We use a mobile phone 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/smart watches are either turned off or on silent and placed in the phone storage box. Phones are not accessed during your working hours
- Mobile phones/smart watches can only be used on a designated break and then this must be away from the children
- Mobile phones/smart watches should be stored safely in phone storage box located in the main room at all times during the hours of your working day
- During outings, staff will use a mobile phone belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones or any other information storage device, 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
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times
- 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, smart watches and social networking**

Whilst we recognise 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 phones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post 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)'.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>February 2017</i>	<i>Jackie Bannister</i>	<i>July 2017</i>