

MOBILE PHONES AND SOCIAL NETWORKING

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. This is one reason why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. 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 staff.

Staff must adhere to the following:

- **Mobile phones are not to be turned on during your working hours**
- **Mobile phones can only be used on a designated break and then this must be away from the children**
- **Mobile phones should be stored safely in staff room 'at all times' during the hours of your working day. Emergency phone calls can be received through the nursery landline, mobile calls will not be permitted**
- **During outings, staff will use mobile phones after permission given for a staff member to be in charge of for safety reasons on the outings, not for personal use at these times. No photographs should be taken of the children on any phones, either personal or nursery-owned**
- **Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any negative impact on the nursery's reputation**

- **Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery. Do not name any child or family in regards to coming to the setting (confidentiality)**
- **If staff choose to allow parents to view their page on social networking sites then 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.**
- **Remember items put on social media can be used against you, be aware of your position working with children as a positive role model and how this can be interpreted from your social media activity**