



AIMS

Mobile Phone and Social Networking Policy

At **Playbox 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. The device used has no camera function available.

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 either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children in the nursery staff room or office.
- 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 only.
- 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 should not display the nursery name on their profile pages.
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times and should remain aware that they are compromising the privacy of colleagues if they are also 'friends' on social media. Staff are asked to declare any such associations to the manager of the setting.

- 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.

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

For the purposes of sharing information and promotion of Playbox Nursery we regularly update and maintain our Facebook page. Kimberley Seymour, Office manager, is responsible for all content on the page and is responsible for confirming and maintaining appropriate consents from parents/carers if content involves children.

Playbox Nursery will not:

- Name children in posts
- Show full face photographs of children without prior consent from parents
- Will not post any defamatory posts relating to any other individual or business

This policy was adopted at a meeting on 4th April 2019

The policy will be reviewed on 1st April 2020