Mobile Phone and Social Networking

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| EYFS: 3.4 |

At **Horizon Childcare** 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 have or use personal mobile phones, electronic data or camera devices during their working times with the children. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings and fire evacuations.

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 whilst working with the children
* Mobile phones can only be used on a designated break and then this must be away from the children
* The use of personal/nursery camera or recording devices is strictly prohibited in toilets and nappy changing areas
* Mobile phones should be stored safely in staff lockers or bags at all times during the hours of your working day
* In circumstances where staff are expecting an urgent personal call (from Doctors or family) they may request that their phone is stored in the manager’s office to be answered if needed.
* During outings, staff will use mobile phones belonging to the nursery. Photographs must not be taken of the children on any phones, either personal or nursery owned.
* Staff must not post anything on 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 social networking sites that could offend any other member of staff or parent using the nursery. Care and concern should be given to what staff members post on social media sites as their actions outside of work can still have an impact on their professional role. Every effort should be made to ensure actions and comments made on social media reflect individual views and not the views of the nursery.
* Staff must not be friends with parents on social media sites to help maintain confidentiality and professionalism. Staff may choose to be friends with ex parents of the nursery if the child no longer attends and as long as a professional relationship is still upheld.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

As a nursery we use the internet and social media sites for promotional use. Any images we share on these sites will be approved by a member of the senior team before posting. We will ensure we have obtained permission from parents before any image of a child is used on a social media site. Parents can amend their permission about allowing their child’s image to be used online at any time by writing a written request to the nursery manager (this can be via email).

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, 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, 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 compliments and complaints policy)’.

Policy date: June 2018

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