

Mobile Phone 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. However, we also appreciate that each staff member has a life outside of work, and due to this we do not ask that staff turn their phones off or put them in the staff room unless they wish to do so.

Staff are permitted to keep their phones in a designated phone box located in the room, which is closed and monitored to ensure safety, but allows staff to hear if someone is trying to get in contact with them, or to take emergency phone calls.

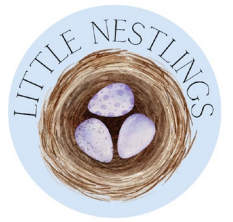
This does not allow staff to periodically check their phones for the sake of it, and any staff member found to be repeatedly breaching this will be asked to leave their phone in the staff room.

Staff must adhere to the following:

- Mobile phones are not to be on your person during your working hours
- Mobile phones can only be used for non-emergency use on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the box provided at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible.
- 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
- Staff must not post anything onto social networking sites that would 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 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.

Parents and visitors

- 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- in order 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 when collecting or dropping off their children. If they feel more comfortable then they are welcome to add their phones to our phone box, or leave them in their bags which will be supervised.

This policy was reviewed in	Signed on behalf of the nursery	Date for review
<i>July 2024</i>	<i>Elizabeth Ross-Whittall</i>	<i>July 2025</i>