

## Mobile Phone Policy



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 excellent quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours. We use mobile phones 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 setting, staff, parents or children. We ask parents and visitors to respect and adhere to our policy. Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/fitbits should be stored safely in staff phone box at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the setting wherever possible. Photographs must not be taken of the children on any phones or any other information storage device, either personal or setting owned

When using social networking sites such as Facebook staff must:

- Not name the setting they work at
- Not make comments relating to their work or post pictures in work uniform
- Not send private messages to any parents/family members
- If a parent asks questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
- Ensure any posts reflect their professional role in the community (e.g. no drunken night out pictures or crude comments)
- Report any concerning comments or questions from parents to the manager/safeguarding lead
- Follow the staff behaviour policy
- Not post anything that could be construed to have any impact on the settings reputation or relate to the setting or any children attending the setting in any way
- 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, smartwatches and social networking**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, to ensure the safety and welfare of children in our care and share information about the child's day, parents are kindly asked to refrain from using their mobile telephones whilst in the setting 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.

Visitors who come to the setting, we ask them to put their mobile phones and any smart watches in the phone box and are to o be used in the setting at any time.