Mobile / Internet & Social Media Policy

The Close Day Nursery School has a **No mobile phone** policy within the setting. Mobile phones should be switched off before entering the premises. Any member of staff that is caught with their phone switched on, on their person or in use will be subject to disciplinary action. (see Mobile Phone / Smart Watch Policy at the end of this)

Staff may use their phones during their lunch breaks, but **not** if the break is taken in the nursery where children are present. Staff and visitors may use the office if they have to make or receive a call.

On outings - staff management/room supervisors are permitted to take their mobile phones to be used for emergencies only which are related to contacting nursery setting and parents and calling emergency services.

There are **no circumstances** under which any member of staff or visitors may use their mobile phones to take photographs within the setting. For staff any such event will result in disciplinary action which could lead to dismissal.

Staff may use the office computer to access the internet for reasons relating to the nursery, to find materials and to access reports and government legislation. Staff may not access personal emails without permission from the management and under no circumstances are they allowed access to social networking sites either via the computer or their mobile phones whilst they are at work in the nursery rooms with the children. Any staff found to be accessing social networking sites or other websites not relating to work will be subject to disciplinary action.

Staff should be vigilant at all times and if they see anyone using a mobile phone whilst on the nursery premises they must request that person to switch it off immediately – there are no exceptions to this rule.

If any member of staff has any concerns or suspicions about anyone using their mobile phone when they should not be they have a duty to report it to Lorraine immediately.

This policy is designed to protect children in our care, and the staff and visitors to our site.

Social Media Policy

As an ambassador of The Close Day Nursery and the Early Years profession there are certain obligations which need to be considered to protect yourself and our facilities and reputation:

- Ensure that your privacy settings are set to 'just friends' so comments, photos can only be seen by invite only
- Exercise caution, for example if you write on a friends wall, be aware that all of their friends can see your comment even if they are not your friend
- You must be aware of your responsibilities to the nursery, confidentiality must be adhered to at all times, even outside of working hours.
- When using social networking sites many nursery school policies state that you should not mention where you work or any work related item and that you maintain a status of a professional childcare worker and therefore believe that you do not foster online friendships with parents.
- Nevertheless, those of you who are friends with parents prior to their children starting nursery can remain friends, but it is your responsibility to maintain professionalism.
- You must not post anything onto social networking sites that could be construed to have any impact on the nursery's reputation or refer to or mention the nursery name.
- Do not post embarrassing material or comments that may call into question your employment status.
- If a parent who you have not accepted as a friend does complain about something on your social media pages which they have seen because they have 'liked it' from another source, then we can dispute the complaint especially if no abusive language / inappropriate photos or anything illegal has been posted.
- You must not post anything onto social networking sites that would offend any other member of staff or parents using the nursery. If you wish to post a photo of staff members from an outing please ask their permission first.

  Lastly, your social media page is your responsibility. We cannot monitor these pages and therefore you are in a position of trust.

If a member of staff fails to comply with this policy they will face disciplinary action which could result in dismissal.

PERSONAL MOBILE PHONE AND SMART WATCH POLICY

*Mobile phones/smart watches must **not** be used during working hours. We believe our staff should be completely attentive during their working hours to ensure all children in the nursery receive good quality care and education. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.*

All staff must ensure their mobile phones are switched off and placed inside the phone boxes located in the office throughout contact time with children. Staff are permitted to use their mobile phones/smart watches during their lunch breaks in the office away from the children. Staff are only allowed to wear smart watches within

nursery if they are not connected to mobile phones and if the camera function is switched off

If a staff member is expecting a phone call on their mobile that is urgent, they are permitted to leave their phone switched on, but it has to be placed on managers desk for it to be answered in the office. If this staff member wears a smart watch they will have to lock their watch away whilst their phone is switched on.

During group outings a nominated staff member will be permitted to take a mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls from the nursery, under no circumstances must a member of staff take a personal call whilst caring for children. It is the responsibility of all staff members to be vigilant and report any concerns to the Nursery Manager or Deputy Manager.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the nursery manager. (See whistleblowing policy).

This policy is in place to protect and safeguard both children and staff.