

Mobile Phone, Smartwatches and Social Networking

At St Ives 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 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 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/smartwatches are either turned off or on silent and not accessed during staff's working hours
- Mobile phones/smartwatches may only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches are stored safely in staff lockers at all times during the hours of your working day
- In an emergency, staff may use their mobile phone in the nursery office, under the supervision of a member of the Senior Management Team
- Staff must ensure that there is no inappropriate or illegal content on their device
- During outings, staff will use mobile phones belonging to the nursery wherever possible.
- Photographs will not be taken of the children on any phones or any other information storage device, either personal or nursery owned. There are digital cameras available within the nursery and only these should be used to record visual information within the consent criteria guidelines of the nursery
- Staff must not post anything on to social networking sites such as (but not limited to) Facebook, which 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
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times
- Staff must abide by the nursery's 'Relationships with Parents Outside Work' policy
- 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, 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. In an emergency parents or visitors may use their mobile phone in the nursery office, under the supervision of a member of the Senior Management Team.

Parents are aware that they are not permitted to use mobile phones within the nursery and signs are displayed around the nursery to reinforce this. Parents observed breaking this rule are challenged and reminded of our policy.

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.

Please refer to our policy “The Use of Images and Technological Devices”, for further information relating to this.

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)’.

St Ives Nursery has a Facebook page. Use of this page is restricted to sharing information with the public and parents who have ‘liked’ the page, and does not contain information about or images of children.

St Ives Nursery has a Facebook group which parents are invited to join on registration, and removed from once their child has left the setting. Members of the group may invite other parents to join, however, all member requests require approval from the group manager/administrator (Senior Management) before they are approved. This group is a closed group which means the users of the site are accepted and monitored by the manager/administrator of the group. No staff, families or children’s personal information will be accessible by users of the site and the manager/administrator will ensure that users’ profiles are kept private. The manager/administrator will moderate all postings to the site; they will view and quality assure these before they appear, for example, to ensure they do not reveal personal information, i.e. children’s names.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of:

St Ives Nursery

held on: 4th May 2017

Signed on behalf of the Proprietor:

Signature:

Role:

This policy was reviewed on:

Date:

Signature:

This policy was
reviewed on:

Date:

Signature:
