

Social networking and mobile phone policy

At Child's Play 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. This is why mobile phones are not to be used when staff are in direct contact with the children. This also includes new technology e.g. iwatches and any other device capable of taking photographs.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as "Facebook" could have an impact on how parents using the nursery view the staff.

Staff must adhere to the following:

- Mobile phones are not to be used when in direct contact with children and should only be used on designated breaks away from the children
- During outings nursery mobiles will be taken to ensure contact can be made at all times with the setting/emergency services. No photographs will be taken of children using mobile phones (with exception to the settings mobile)
- 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. All parent 'friends' on Facebook must be declared on the record sheet. See Facebook 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.
- Information regarding nursery should only be shared on a need-to-know basis, therefore it should defiantly stay off of social media sites including things such as talking about work over 'Facebook messenger'.

Parents and visitors use of mobile phones

- 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 phone, 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 phones whilst in the nursery or when collecting or dropping off their children.
- No pictures should be taken of children in the nursery car park.