

## Mobile Phone and Social Networking Policy

England: EYFS
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1.1 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 during working hours, unless there is a personal circumstance and they can use their personal phones, but we do ensure nursery phones are used where possible. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

1.2 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.

1.3 Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- During outings, staff will use mobile phones belonging to the nursery wherever possible.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to 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
- We advise staff not to allow parents to view their page on social media, but, if staff choose to allow parents to view their page on social networking sites 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.

### 1.4 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 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