



## 1f. Mobile Phone and Social Networking Policy

EYFS Links: 3.4

### Policy Statement

At **FDNM** 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 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:

- Staff Mobile phones are to be turned off or on silent and handed into the office to be kept in a secure draw
- Parents are not permitted to use their mobile phones while onsite
- Staff Mobile phones can only be used on a designated break, while in the staff room or off the premises
- Mobile phones should be stored safely in a cupboard in the office at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on personal phones
- 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 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
- Staff must not friend parents on Social Networking
- 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 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/dropping off their children.

We promote the safety and welfare of all staff/children and therefore ask parents and visitors not to post, publically 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 (please refer to the partnership with parents policy, complaints procedures and grievance policy).

*This policy was adopted on 27/05/16  
Implemented by: Afshan Din (Nursery Manager)  
Reviewed & Agreed by: Shiraz Kothia (Director)  
Date for review: 27/05/17  
Signed on behalf of the nursery:*