

## Mobile phone and social networking

At Rising Stars, 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 setting 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 setting, staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones are turned off/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 in the staff room or outside the building.
- Mobile phones should be stored safely in the office in allocated place at all times during the hours of your working day.
- During outings, staff will use mobile phones belonging to the nursery. Photographs may only be taken on the nursery mobile phone and on allocated nursery cameras.
- Staff must not post anything on to their personal 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 setting 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 are not to have parents/carers on their social media accounts unless they knew each other prior to the child joining the setting.
- 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 not allowed to use their mobile telephones whilst in the setting or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore parents and visitors are 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. We also ask parents to sign photos consent form for the nursery.

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).

The setting uses its own social media accounts and will be managed by the management team only, using the nursery mobile phone or computer. Only photos of



children who have consent from their parent will be posted to sites such as Instagram and Facebook and for the nursery's website or marketing materials.