

## **Mobile Phone and Social Networking Policy**

### **Mobile Phone**

**We view the safety of the children in our care as paramount. We are vigilant about the appropriate use of mobile phones.**

- We do not allow the use of mobile phones during pre-school hours, in the indoor area providing childcare or in the outdoor play area or the toilets.
- Mobile phones are to be kept locked in the filing cabinet, and can be checked at break times by staff for emergencies.
- If staff then need to use their mobile phone they will be asked to leave the pre-school area in order to do so.
- All parents and visitors will be advised of this policy as they enter pre-school, and the same rules apply to them.

### **Social Networking**

**There are too many sites to mention them all by name. This policy covers them all.**

It is important when using social networking sites such as Facebook or Twitter that staff always maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation.

#### **Staff guidelines when using social media sites include but are not limited to**

- Staff must not mention any of the children from the pre-school on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not use mobile phones to take photos in the pre-school or to access social networking sites during their working hours
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the pre-school unless they know them in a personal capacity
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- Staff will not have the pre-school name anywhere in their personal profile.
- Any breaches of the social networking policy could result in disciplinary action.