

Little Oaks Day Nursery

Mobile Phones and Social Networking Policy

We believe our staff should be completely attentive during their working hours, to ensure all children at Little Oaks Day Nursery receive good quality care and education. It is also our highest priority to safeguard the children in our care and therefore it is essential to ensure all our staff are aware of our procedures relating to the use of images within the Nursery. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff/ students and volunteers when they access social networking sites when employed or on placement at this setting. Little Oaks Day Nursery has a high reputation to uphold and comments made on sites such as 'Facebook' and other well-known social networking sites could have an impact on how parents from the nursery view the staff.

Mobile phones, cameras and the use of images:

- Staff mobile phones must not be used during working hours unless staff are on a designated break and then this must be away from the children. During working hours phones must be switched off and will be locked in the office. Staff must sign their phones in and out of the office.
- Nursery mobile phones are only to be used during school drop offs/collections or outings, walks and holiday club visits. These phones do not have cameras or internet access, but allow staff to contact the nursery in an emergency. Details of which phones have been taken will be recorded on the vehicle register or outings form.
- Staff are welcome to have emergency calls put through via the office i.e. calls that relate to children or family.
- Students, volunteers and visitors must also adhere to the Mobile Phones and Social Networking policy and leave their phones in the office when signing in.
- Staff must not take or store photos of the children in the setting on any personal mobile phone devices or cameras.
- Photographs of children may be taken in the interests of recording development and significant events, and cameras are provided for this by the setting for this purpose. These photos will remain in the nursery and be used as part of the children's development records, display, passed on to the parents or if not required handed into the office to be shredded.
- Consent will be sought when photographing children and additional consideration given to photographing vulnerable children, particularly looked after children or those fleeing domestic violence. Consent must be sought from those with parental responsibility.
- Sometimes children and family members will want to take photographs of children for example at special events. On these occasions we will remind parents of our policies and ask them in particular not to post photographs of children other than their own on the internet.

Social Networking:

- Staff, students and volunteers must not accept parents onto their social networking sites, in order to maintain a professional relationship with the families of the children in our care.
- 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 or jeopardise the confidentiality of the nursery. This includes stating that you are employed at the nursery.
- Staff must not post anything onto social networking sites such as comments, remarks or offending photo's that would offend any other member of staff existing or previous, parents or their families.
- Our official Little Oaks Day Nursery 'Facebook' page will be managed by the Nursery Manager.
- Permission will be sought if including images of children on our website or official 'Facebook' page. In doing so we will consider the risks, will not include vulnerable children and children will always be appropriately clothed.
- If any of the points above are found to be happening, then the member of staff involved will face disciplinary action, which could result in dismissal.