

Mobile Phone and Social Networking Policy



At Puddleducks Day Nursery we believe our staff should be completely attentive during hours of working, to ensure all children in the nursery receive good quality care and education. Therefore, mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'facebook' could have an impact on how parents using the nursery view the staff.

- Mobile phones must only be used on a designated break and then this must be away from children. When transporting your mobile phone to the area for your designated break, staff **must not** have their mobile phones visible. They **must** be away in their pockets.
- Mobile phones should be stored safely in the basket in the office, signed in and out on the sheet provided.
- Mobile phones **must** be on silent mode while in the office.
- Staff **must not** post anything onto social networking sites that would offend any other member of staff or parent using the nursery and **should not** make any reference to Puddleducks.
- **Members of staff should not be 'friends' with parents of children from the nursery.** However, if a member of staff and a parent know each other previously, from outside the nursery, then any networking must not make any reference to Puddleducks at any time. Staff are expected to maintain a professional manner at all times, including outside of nursery hours, as any behaviour may be a reflection on the nursery. If any of the above points are found to be happening, then the member of staff involved will face disciplinary action, which could result in dismissal.
- Visitors to the nursery are asked not to take mobile phones beyond the lobby door and will be asked to leave their mobiles in the office. The section at the back of the visitor book will be completed when a visitor is leaving a phone in the office.
- The nursery mobile phone: **07936817476** will be taken by a member of staff when taking a group of children out on a walk or on a nursery trip. This mobile phone does not have access to the internet or to a camera or video recording. This phone is **NOT** to be used for personal calls or messaging; it is only to be used in an emergency. The mobile phone is to be kept on silent and the mobile phone has the nursery phone number saved in the mobile phone for any emergency calls, and also Sarah Kelly, Lucy Blackburn and Rose Robertson mobile phone numbers (in case there is no answer from the nursery phone). On the 'Generic walk risk assessment' form it clearly states it will be the nursery mobile phone to be taken on any group walks with children.
- Nursery staff will not display their place of work on their Facebook page or other social networking site.
- Staff must be aware that on social media sites, lots of our clients will be present in the same forums. Staff must avoid controversial topics and **WILL NOT** enter into discussions / make comments on posts that could bring the nursery and its reputation into disrepute.

Internal use only

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date last reviewed	Date for review
June 2012	Sarah Kelly	June 2012	January 2020	Ongoing & regular