

## Mobile Phone and Social Networking

At **Little Pearls Nursery** 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 have or use personal mobile phones, electronic data or camera devices during their working times. Staff use of mobile phones, electronic data and camera devices is restricted to break times and only used in designated areas away from the children. We store mobile devices within the locked office during staff hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings and fire evacuations.

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:

- Mobile phones are to be turned off or put on silent mode and not accessed whilst working with the children. Mobile phones must be stored in the office or in the staff members car.
- Mobile phones can only be used on a designated break and then this must be away from the children
- The use of personal/nursery cameras or recording devices is strictly prohibited in toilets and nappy changing areas. In Pebble room (which has an internal nappy changing area) no photos are taken in the room whilst children's nappies are being changed.
- Mobile phones should be stored safely in staff lockers or bags at all times during the hours of your working day
- In circumstances where staff are expecting an urgent personal call (from Doctors or family) they may request that their phone is stored in the manager's office to be answered if needed.
- During outings, staff will use mobile phones belonging to the nursery. Photographs must not be taken of the children on any phones, either personal or nursery owned.
- Each room in the Nursery has an iPad. Staff are allowed to take photographs and videos of the children to record their learning and development within the setting or out on a trip. The iPads are stored in the rooms and are locked away safely when the Nursery is closed. The iPads are password protected.
- Staff must not post anything on social networking sites such as but not limited to Facebook that could be construed to have any negative impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way. Staff may share Little Pearls Nursery posts to show pride in their work as long as this is done so in a positive light and without

using children's names or identifying them. Photos of children shared on social media sites must first have the permission from the child's parents/ primary caregiver. Where possible, permission will be sought from the child before sharing photos.

- Staff must not post anything on social networking sites that could offend any other member of staff or parent using the nursery. Care and concern should be given to what staff members post on social media sites as their actions outside of work can still have an impact on their professional role. Every effort should be made to ensure actions and comments made on social media reflect individual views and not the views of the nursery in any way.
- Staff must not be linked with parents on social media sites to help maintain confidentiality and professionalism. Staff may choose to be linked with ex parents of the nursery if the child no longer attends and as long as a professional relationship is still upheld.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

As a nursery we use the internet and social media sites for promotional use. Any images we share on these sites will be approved by a member of the senior team before posting. We will ensure we have obtained permission from parents before any image of a child is used on a social media site. Parents can amend their permission about allowing their child's image to be used online at any time by writing a written request to the nursery manager (this can be via email) or via the Family app.

If as a parent decide not to grant consent for photographs or videos of your child/ children to be used on our social media/ website, we would like to reiterate that we will completely remove them from any group shots or in the background of photographs/ videos to ensure they are not in sight at all. If there is a special occasion e.g. a television news team in the nursery we may seek separate permissions.

Any photographs/ videos of the children here at Little Pearls Nursery are stored on our iPads and main office computer. These are all protected with passwords that only the staff have access to. We also use a system called 'shoebox' which enables us to transfer photographs/ videos between our tablets and office computer. Photographs and videos are not stored or shared anywhere else. Twice yearly our photos will be reviewed and images of children who have left the setting will be removed.

### **Smart watches and devices**

To allow staff to still use smart watches on site their mobile phones must be within the office at all times, other than their lunch breaks. The camera cannot be accessed on an apple watch without the mobile phone present so we feel we have eliminated the risk by storing mobile phones in a locked box within the office.

### **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 or dropping off their children.

We promote the safety and welfare of all staff and 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 compliments and complaints policy).