

1f. Mobile Phone, Smartwatches and Social Networking

EYFS: 3.4

At La Petite Academy 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 use personal mobile phones or smartwatches during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings. We have a nursery mobile – this number is given to parents as an additional contact line. We use this mobile to take pictures of the children to upload to our Facebook page.

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. We ask staff and parents not to befriend each other on social networking sites.

Staff must adhere to the following:

- Mobile phones/smartwatches are either turned off or 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. Designated areas for this are as follows
 - In the office
 - In the main nursery kitchen
 - In the Schoolers' Room when no children are present
 - The Baby Unit kitchen when no children are present
 - The outside area between the main nursery and the Baby Unit (where the sheds are) when Baby Unit's blinds are closed and no children are present on the top garden area
 - Baby Unit's play area when not in use by the Baby Unit and no children are present on the top garden area
- Mobile phones/smartwatches should be stored safely in staff lockers at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones, either personal or nursery owned unless it is for Facebook purposes and these will be vetted by the management.
- Staff must not post anything on to 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 nursery 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
- If you are already friends with a parent on social media before commencing employment at La Petite Academy, you may remain friends as long as the relationship remains professional. You must inform the office of any existing friendships on social media
- You are not to make friends with any parent on social media as of the start date of your employment at La Petite Academy
- You must inform the office if a parent contacts you or tries to befriend you through social media

- 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 kindly asked to refrain from using their mobile telephones whilst in the nursery, when collecting and/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.

The nursery has its own Facebook page which parents can like to view updates. This is overseen by the Managing Director and Managers who are the sole administrators.

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).

This policy was reviewed on	Signed on behalf of the nursery	Date for review
<i>19th September 2017</i>		<i>September 2018</i>