

Mobile Phone and Social Networking Policy

The use of mobile phones within the nursery is also included within our safeguarding policy, due to the camera and recording facility available on most mobile phones, however personal mobile phones without this facility are also not allowed in the nursery.

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. This is why mobile phones are not to be used during working hours.

Mobile Phones

Staff must adhere to the following:

- Mobile phones must be put in staff lockers and not taken into the nursery at any time
- Mobile phones can only be used on designated breaks and then this must be away from the children
- During trips and outings, staff must only use the nursery mobile phone
- Staff must report any member of staff they believe to have taken their mobile phone into the nursery to the Nursery Manager
- Parents must be advised that the nursery is a 'No Mobile Zone' and that they should not use their phone whilst on the premises
- Staff must challenge any parent they see using their mobile within the nursery and request that they end their call or wait outside until they have finished.

Smart Watches

- Staff are not permitted to wear smart watches with a camera facility. If the watch receives call or message alerts then we ask staff to turn off this function for the duration that they are in the nursery rooms, so that they are not distracted from their role.

Social Networking

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. The following procedures must be followed:

- Staff who choose to use social networking sites such as Facebook must do so in their own time
- Staff must not refer to the fact that they work at Aston University Nursery as this may attract attention from people targeting individuals that work with children

- Staff must never post pictures on social networking sites of themselves or other staff that may connect them to the nursery, i.e. wearing their uniform or on nursery premises
- Staff must not post anything onto social networking sites that could be construed to have an impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- We advise staff not to allow parents to view their page on social networking sites to ensure the relationship remains professional at all times
- Staff must not discuss any children whether using names or not on social networking sites and must adhere to the Confidentiality Policy at all times.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23