

## Mobile Phone & Social Networking Policy

We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive high quality care and education. Babraham Nursery places upmost importance and is fully committed to the safeguarding every child within our care. Due to the multifaceted design and capability of mobile phones we feel that to minimise the risk to the children in our care and staff that we employ we must adopt a no mobile phone policy in all child-friendly areas within 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 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 phone usage

- Mobile phones are to be on silent/vibrate during your working hours
- Mobile phones must not be used unless on a designated break and then this must be away from the children
- Mobile phones must be stored safely in staff lockers or in designated areas around the nursery in bags safely out of reach and sight of the children at all times
- Personal phone calls made or received during working hours must be directed through the office
- When on outings staff take a mobile phone in case of emergency. When leaving the nursery the Senior must alert the Manager/Deputy to which device they are taking. This device must not be used for any other purpose. For more information please refer to the Outings policy.

### Social networking

- 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
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- **If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times**

- Photographs taken whilst at nursery (this includes social events such: as the BBQ, sports day, Christmas Play; photographs taken within the building, photos of children) must not be posted on Social Networking Sites such as 'Facebook'.

### Visitors and Contractors

- **Babraham Nursery insists that all parents and external individuals who come on to nursery premises refrain from using mobile phones at all times. If a parent must make/answer a phone call they are asked to go outside or into the Manager's office or Staff room. Photographs should never be taken on mobile phones on nursery premises during nursery hours.**
- Visitors and Contractor/workmen are requested to switch off their mobile phones whilst on the premises and offered the use of a locker to store their phone and valuables when visiting the nursery. Whilst the use of the locker is not mandatory, all visitors are made aware of our policy on entrance to nursery.

If any of the above points are alleged to have occurred they will be fully investigated by the Manager/Deputy through BBSRC's Employment Code. The member of staff involved may face disciplinary action, which could result in dismissal.

**This policy was adopted in** October 2012, reviewed 7<sup>th</sup> January 2014, 8<sup>th</sup> January 15 and January 16

**Signed on behalf of the nursery:**

**Date: 14/1/16**

**Date for review:** January 2017