

## Mobile phone, Smartwatches Social Networking & Internet

At New Beginnings, 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 during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

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 / smart watches are either turned off or on silent and not accessed during your working hours
- Mobile phones / smart watches can only be used on a designated break and away from the children
- Staff MUST sign phones in and out of the office in the register provided
- Staff phones may be subject to periodic checks by management to ensure security and policy compliance
- Staff are not permitted to use setting wifi at any time
- Mobile phones / smart watches should be stored safely in the office in the designated basket 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
- 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
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery
- Staff are not permitted to have current parents as 'friends' on any social media
- Staff are not permitted children under the age of 18 on their social media with the exception of their own children
- Staff privacy settings for all social media must remain fully private at all times
- 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 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 partnership with parents' policy, complaints procedures and grievance policy)'.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly 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 computer can only be connected to the internet with the express permission of the management for reasons of children's education. At no point must staff attempt to connect without permission. The nursery uses firewalls to protect against unwanted virus and to limit access to internet sites that are considered unsuitable. This includes sites that promote extremist views and/or attempt to radicalise.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>June 2019</i>	<i>Ruth Oseme</i>	<i>June 2020</i>

