



Mobile phone and Social Networking

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. We also feel that restrictions need to be in place 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.

Personal Mobile Phones (including Smart Watches)

- At the beginning of each staff's individual's shift, personal mobile phones will be left in the individual's bag in the staff area.
- Smart watches can be worn, however all notifications must be disabled.
- In the event of an emergency, personal mobile phones may be used in the privacy of the staff area, with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- No photographs taken at the setting are allowed to be uploaded onto personal social media sites.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken for display, publicity or on our website/facebook page, if there is written permission to do so (found on the individual child's Registration Form).

Policy updated: January 2022



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