



EYFS: 3.4

At **The Village Nursery Group** we promote the safety and welfare of all children in our care. 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 smart watches 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 are not accessed during your working hours
- Mobile phones/smart watches can only be used on a designated break and this must be away from the children
- Mobile phones/smart watches should be stored safely in **staff lockers (where available) or in the office or staffroom (your Manager will always advise)** during the hours of your working day
- During outings, staff will use mobile phones, tablets or cameras belonging to the nursery.
- Staff must not post anything on to their personal social networking sites such as Facebook that could be construed to have any negative 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 their personal social networking sites that could reasonably 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 this relationship must always remain professional
- 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, smart watches 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, parents and visitors are asked to refrain from using their mobile telephone 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, publicly or privately, information about any child (who is not their own) on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure children are kept safe.

Staff/parents/visitors are invited to share any concerns regarding inappropriate use of social media through our existing procedures (please refer to the Parents and Carers as Partners Policy, Complaints and Compliments Policy and the Grievance Policy).

<b>This policy was reviewed on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
Dec 2018	Emma Jones	Jan 2020