



Mobile Phones and Social Networking



At Meithrinfa Deryn Bach 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 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 are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the staff room always during the hours of your working day
- During outings, the senior member of staff must take their mobile phone as a means of emergency contact. 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 in any way
- Staff must not disclose any personal information on social networking sites that may result in having a further impact on the Nursery, for example parents asking sensitive questions to the staff member or other staff members
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery
- Staff must not post anything on Facebook about another Staff member that may cause them harm or distress
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional always
- 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, 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
18 th June 2015	Lmgriffiths	07 March 2019