

Mobile Phones and Social Media Policy

To ensure the safety and welfare of the children in our care personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on the premises or when on outings.

Procedures:

All mobile phones must be stored securely within the setting during contact time with children. No parent, staff member, visitor, volunteer or student is permitted to use their mobile phone or use its camera facility whilst on Sunny Socks property.

All members of staff are asked to kindly remind parents and visitors to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children with the exception of special events such as Sports Day and The Christmas Play when parents are welcome to use a recording device or camera for family use only, not to be shared on social media platforms.

During outings, staff will only use mobile phones belonging to the nursery to call the nursery. Photographs or films must not be taken of the children on any phones, either personal or nursery owned. Photographs and films are only taken with Nursery equipment other than phones and the pictures are used either for the child's progress and development records, or with expressed interest from the parent: on our website or our facebook page. The manager is responsible for managing these photos.

Staff must not post anything onto social networking sites or any other social media outlet that could be construed to have any impact on the nursery's reputation. Only the Manager, Deputy Manager and Director will post pictures onto the Sunny Socks Facebook page.

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 and not discuss the nursery and children. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

The misuse of a mobile phone or recording device by a member of staff will be reported to the Designated Safeguarding Lead as well as any device that has been lost.