

Moat Barn Nursery School

Mobile Phone Policy-Social Networking

We believe our staff should be attentive during their working hours to ensure all children who attend our nursery receive the best possible care and education. This is why mobile phones are not to be used during working hours.

We believe that restrictions need to be placed on staff using social networking sites. Moat Barn Nursery has a high reputation to upkeep and comments made on sites such as face book could have an impact on how parents view our staff.

Staff must adhere to the following:

- Mobile phones are not to be turned on during working hours.
- Mobile phones can only be used whilst on a break and away from the children.
- Staff may give out the nursery phone number to be used in case of an emergency.
- Mobile phones must be kept in the staff room if brought into the nursery.
- No photographs are to be taken of the children using your mobile phone.
- Staff must not post anything on social networking sites that could offend any other member of staff or parents using the nursery.
- If staff allow parents to view their page on social networking sites then the relationship must remain professional at all times.
- Staff must not post anything on sites that could be construed to have an impact on the nursery's reputation.
- Staff though close working relationships with parents learn a considerable amount of information about families this is not to be discussed on networking sites.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Signed on behalf of Moat Barn Nursery.....

Date.....

Policy updated