

STAFF POLICY
MOBILE PHONES/RECORDING DEVICES/SOCIAL NETWORKING

To ensure that children and staff are safeguarded appropriately and in line with OFSTED regulations, NO mobile phones or recording devices are permitted to be used within the nursery setting by staff, carers and visitors. Only cameras and recording devices supplied by the nursery and kept within the nursery are to be used.

We also feel that restrictions need to be placed 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.

- Mobile phones are NOT to be used at any time by carers, visitors or staff within the nursery and recording devices must be supplied and regulated by senior nursery staff.
- Mobile phones or personal recording devices must not be used unless on a designated break and then this must be away from the children.
- Mobile phones or personal recording devices should be stored safely in the allocated area at all times whilst on the ground floor of the nursery premises.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or carer using the nursery.
- If staff, choose to allow carers to view their page on social networking sites then this relationship must remain professional at all times.
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.
- To take photos or recordings of the children, staff must have prior written permission from the child's main carer.
- All photos of children placed on social networking sites, used for publicity or available for members of the public to view must have prior written permission from the child's main carer.