

TINY HORIZONS DAY NURSERY

MOBILE PHONE POLICY AND SOCIAL NETWORKING POLICY.

At Tiny Horizons, our staff are responsible for the care and safety of children under their care at all times. Therefore, to maximize their attentiveness, mobile phones are not to be used during working hours.

It is our belief that restrictions should be practiced by staff when they use social networking sites such as 'facebook' or 'twitter'. This is to ensure confidentiality is not breached, parents are not effected by any comments posted, and so that parents do not have a negative impact on our staff by any comments made.

All our staff adhere to the following:

- Mobile phones are not used during working hours and kept in staff bags in their lockers located in the porch.
- Mobile phones are only permitted on lunch breaks; this must be away from the children.
- During outings, staff will use the nursery mobile and adhere to our camera and recording policy.
- Staff must not post anything on social networking sites that may have a negative on the nursery, its reputation and other members of staff or parents using the nursery.
- If a member of staff chooses to accept a 'friendship request' from parents and allow them to view their page, their relationship must remain professional at all times and to set your settings to private.
- If any of these are breached, a face-to-face disciplinary action will be conducted, which could result in dismissal.

Parents and visitor's mobile phones.

Parents are not permitted to use their mobile phone in the presence of children at the nursery. This is to ensure the safety and welfare of children in our care.

Photographs are not allowed to be taken on mobile phones of other children and permission must be gained from the manager prior to the photograph being taken. See camera policy for more details.

Policy amended in August 2016

Policy review date August 2017

Signed on behalf of Tiny Horizons Day Nursery.....