



Happylands Nursery Mobile Phone and Social Networking Policy.

At Happylands, 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 use a mobile phone supplied by nursery to provide a means of contact to parents/carers and outside agencies.

Social networking sites.

Our setting does have an open Facebook page; children's faces are faded out to safeguard them. Happylands does now have a permanent internet access point, located within the Methodist Church.

Any photos that are taken on the nursery phone are uploaded to the Facebook page or Tapestry online learning journal, using the internet data on the mobile or the Church wi fi.

We ensure that the staff team do not connect with parents/carers through their personal social networking pages. We value and respect the children and families that we work with and pay high regard to privacy and confidentiality.

Therefore, it is our policy that staff do not send or accept friend requests from parents or families of children that we care for on any social networking site. We understand that some staff have long term friendships with some of the parents/families and we instruct that the staff are responsible for ensuring confidentiality in these situations.

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/carers or children. We ask parents/carers and visitors to respect and adhere to our policy.

Mobile phones and cameras.

We do allow staff/students to keep mobile phones within nursery, in case of emergencies, but they are always stored and locked in the staff cupboard. We have stated to parents through the policy and display poster, that they must not use their mobile phone within the nursery premises. All photos within nursery are taken on the nursery mobile phones. We have one for the upstairs room and one for the downstairs room at nursery. Any photos printed are done so using the nursery laptop and printer.

We ask parents/carers permission to take photos within the setting, nursery grounds and for them to be used in promotional material and displays. They sign their child's registration form to give consent.

Staff must adhere to the following:

- Personal mobile phones are either turned off or on silent
- Personal mobile phones can only be used on a designated break and this must be away from the children, preferably in the meeting room upstairs
- Personal mobile phones should be stored safely in the staff cupboard.
- During outings, staff will use the nursery mobile phones at all times, unless there is an emergency and the nursery ones are not working
- Photographs must not be taken of children on staff's personal mobile phones

When using social networking sites such as Facebook, staff must:

- Not name the setting they work at
- Not make comments relating to their work or post pictures in work uniform
- Not send private messages to any parents/carers/family members of the children that attend nursery

If a parent/carer asks questions relating to the nursery via personal social networking sites, then staff should reply asking them to come into the setting or contact the nursery manager.

Happylands staff must:

- Ensure any posts reflect their profession role in the community (e.g. no drunken night out, pictures or crude comments)
- Report any concerning comments or questions from parents/carers to the manager/designated safeguarding lead
- Follow the staff behaviour policy
- Not post anything 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 anyway

If any of the above points are not followed, then the member of staff involved will face disciplinary action, which could result in dismissal from their role.

Parents/carers and visitors' use of mobile phones, smart watches and social networking.

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile phone, in order to ensure the safety and welfare of children in our care and safely share information about the child's day, parents/carers and visitors are kindly asked to refrain from using their mobile phones in the nursery or when collecting or dropping off their children. There are "mobile phone free zone" posters displayed on the nursery doors to discourage parents/carers from using their phones in the building and to remind all staff of our policy.

We take pride in promoting the safety and welfare of all staff and children, therefore, we ask parents/carers and visitors not to post, publicly or privately about any child, apart from their own, on social media sites such as Facebook, Instagram, X etc. We ask all parents/carers and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/carers are reminded of this before each sports day, celebration concert, performance or any kind of event which they are invited to attend at nursery.

All staff, students and visitors must adhere to the following restrictions when using social networking sites:

- Staff must NOT mention the nursery, staff, parents/carers, or children during discussions on any social networking sites, unless it is to promote the nursery on business pages or inform of places available at nursery and events taking place.
- If any staff members have parents/carers as friends, then there should be NO discussions of the nursery, staff or children. If parents have any questions/concerns regarding their child, nursery or staff, then this should be discussed in a professional manner with management at the nursery.
- There MUST not be any pictures any of the nursery, children or staff (unless permission by individual staff, parents/carers is received.) If no permission given, the face will be blanked over.