

Mobile Phone, Internet and Social Networking Policy

At Rum Tum Tugger's Nursery, we believe that our staff should be completely attentive during their working hours to ensure that every child in the setting receives the best possible care and attention. Rum Tum Tugger's Nursery has a strict no mobile phone policy in the setting.

- Mobile phones must be switched off during working hours and left in staff lockers.
- Staff may use their mobile phones during unpaid breaks. This must be done away from the children e.g in the staff room.
- If staff choose to have their lunch break in the nursery rooms, mobile phones are not permitted.
- There are no circumstances under which it is acceptable for any member of staff to take a photograph in the setting on their mobile phones.
- The management team may have their mobile phones switched on in the office for business purposes only.
- Should a member of staff need to be in contact with family members for personal reasons, staff will provide the family member with the work phone number as phones will be turned off during working hours.
- Any member of staff seen using their phone, will face disciplinary action.
- Use of a mobile phone is in breach of the safeguarding policy and is seen as Gross Misconduct which could result in a termination of contract.

We recognise that many staff and clients choose to use social networking sites. The Nursery has a high reputation to keep up and comments on networking sites could have an impact on the way that clients, business associates and potential customers view the company and staff. We have therefore put the following restrictions into place:

- If staff choose to allow colleagues, clients or business associates of Rum Tum Tugger's Nursery to be friends on social networking sites then this relationship must remain professional at all times.
- Staff are not permitted to contact parents via social media or personally regarding nursery issues. A professional manner needs to be upheld at all

- times. Equally, parents should not attempt to contact staff regarding nursery matters.
- Staff must not post, or reply to, any comments about Rum Tum Tugger's Nursery, their clients or the workings of the business on social networking sites.
 - Staff must not post, or reply to, comments on a social networking site, which could offend any other member of staff or client of the company.
 - Staff must not post, or reply to, anything on a social networking site that could be construed as offensive or have any impact on the nursery or a member of staffs reputation.
 - Staff must adhere to our confidentiality policy at all times.

Staff may use the office internet facilities to source materials and reasons relating to the nursery. Staff may not access personal email accounts without the permission from the management. Under no circumstances may staff access social networking sites via their mobile phones. Social networking sites may be accessed from the office computer for the purposes of uploading to the parents or staff closed groups.

Any member of staff found to be in breach of any of the above may be subject to disciplinary action. Every staff member has a duty to report any breach of policy to the management team.

Camera's are used within the setting to observe and evidence children's development, to produce art work or for displays. Such photographs may only be taken on the nursery cameras using the nursery memory cards. These items are not to be removed from the premises other than on a nursery trip or a visit to a transition school. In these circumstances the memory card must be empty when the equipment is taken off site.

Photographs are deleted from the storage card after they have been used, but may be stored on the nursery computer for the period of time that the child is in the setting as they may be used in learning journeys and family books.

Only photographs where children cannot be identified and are appropriately clothed may be used on our closed parents facebook group. Parents may request that no photographs at all are used in this group.

Reviewed by Jillian Pascale August 2018