



## ROMPERS PRIVATE NURSERY

# SOCIAL NETWORKING AND MOBILE PHONE POLICY



### Policy Statement:

At Rompers it is important to us that staff ensure proper practice when using the Internet including social networking sites. This is to protect the children, parents and other staff in the nursery; it is also to guard the nursery and each staff member's personal reputation. Staff at Rompers are aware of the SSSC code of practice that they should follow in order to remain both employed by Rompers and SSSC registered.

### Mobile Phones

At Rompers we believe our staff should be completely attentive during their hours of work, this is to ensure all children in the nursery receive good quality care and education, therefore mobile phones are not to be used during working hours.

Mobile phones will be switched off during working hours and left in the nursery phone box. Any member of staff who is found to have their phone switched on, on their person or in use, during working hours, without prior permission will be subject to disciplinary action. Staff may use their phones during their lunch break. The management team may have their mobile phones switched on for use for business purposes only.

- Mobile phones must not be used unless on a designated lunch break and then this must be away from the children.
- Mobile phones should be stored safely in the nursery phone box at all times during the working hours.
- Staff are not permitted to switch on other staff members phones.
- A staff member will take with them whilst on a nursery walk or outing a nursery emergency phone. Whilst on the walk or outing the mobile phone must not be used for social purpose.
- Nursery phones should always be fully charged and correctly marked.
- All nursery ipads are locked with passcode, only staff know.

There are **no circumstances** under which any member of staff may use their mobile phones to take photographs within the setting and any such event will result in disciplinary action. Nursery iPhones and iPads are available to staff members at all times for taking photographs.

## **Social Networking Policy**

It is important when using social networking sites such as Facebook, Instagram or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents, staff and other service users. It is also to guard the nursery reputation and the staff's own personal reputation.

Staff guidelines when using social media sites include but are not limited to

- Staff must not mention any of the children from the nursery on their online profile
- Staff are permitted to receive emergency calls to the nursery landline if required
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff, while in the nursery, on their online profiles
- Staff members can however publish photos on mention staff from Rompers out with work if permission by staff member has been given.
- Staff must not write anything about other staff members on their online profiles
- In order to maintain professional boundaries staff should not accept (or invite) personal invitations to be friends from parents of Rompers or other service users
- Staff members are advised to set their online profiles to private so that only friends are able to see their information
- Staff are not permitted to use any form of social media during their working hours
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour or language for a childcare professional
- Staff should take into consideration what they follow or are posting on social media.
- Staff must not be involved in online group chats that excluded others OR mention anything that could be offensive, classed as bullying towards Rompers.
- If management are aware of online group chats that are offensive to staff or Rompers nursery, the staff members involved can be investigated further.
- Parents should not post any pictures from the First Steps app on social media that contain any other children from Rompers.
- Any breaches of this social networking policy will result in disciplinary action

### **Monitoring:**

- Owner/management to ensure policy is adhered to at all times
- Policy reviewed annually

**Review:**

Date	Management	Track of Changes
August 2021	P. Guthrie	none