



Mobile Phone and Social Networking Policy

At Millfield Nursery School, we promote the safety and welfare of all children in our care. We believe our staff team should be completely attentive during their working hours to ensure that 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 also feel that restrictions need to be placed on staff when they access social networking sites as Millfield 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 team.

We have therefore adopted the following code of practice:

- Mobile phones are not to be used during working hours.
- Mobile phones can only be used on a designated break and then this must be away from the children.
- Mobile phones will be stored safely in the staff room at all times during working hours.
- 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 or relate to the nursery or any children attending the nursery in any way.
- Staff must not mention the name of their place of work on social networking sites.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

If any of the above points are not followed then the member of staff involved will face disciplinary action as detailed in their staff contracts.

Policy Reviewed
October 2014