

## 1f. Mobile Phone, Smartwatches and/or fitbits and Social Networking & Me

At Montessori & Me 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, smartwatches and/or fitbits (unless it is a pedometer only, does not have access to the internet and cannot make/receive phone calls or messages) during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

We require our staff to be responsible and professional in their use of social networking sites as this can be viewed by parents and reflect on the nursery. Staff are not allowed to befriend parents/carers on any social media under any circumstances. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours. All devices must be stored in the designated areas (not under any circumstances are staff allowed to keep these devices in the rooms or on them while working) before the start of your shift and only collected in break times or at the end of your shift
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other information storage device
- 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/family members
  - If a parent ask questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
  - Ensure any posts reflect their professional role in the community (e.g. no drunken night out pictures or crude comments)
  - Report any concerning comments or questions from parents to the manager/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 any way
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

### Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites

