

Elephant and Castle Child Care Centre
Mobile Phone, Camera and Social Networking Policy

Parents/Carers or visitors are not permitted to bring their mobile phones into the setting. Please leave your mobile phones in your vehicle. In the event that this is not possible, you may leave your phone in the office, this is done so at your own risk and the nursery will not be liable for any loss or damage which may occur. The team are permitted to bring their mobile phones into the office area only and are restricted to use, in designated break times.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as, 'Facebook' could have an impact on how parents or carers using the nursery view the team.

- Mobile phones should be stored safely in staff lockers or in their boxes (on silent) at all times during working hours.
- No photographs should be taken of the children on any phones, either personal or nursery owned.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any negative impact on the nursery's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent/carer using the nursery.
- The team cannot accept parents/carers as friends on these social networking sites or request friendship. If a team member has an existing relationship with a parent/carer before joining the setting the contact on these sites must remain professional at all times.
- If any of the above points are not adhered to, the member of staff involved will face disciplinary action, this could result in dismissal.
- Team members can give the nursery number if they need to be contacted during work hours.
- At times when families are invited to the setting and they are solely responsible for their own children, mobile phones and camera devices may be used.
- In the event that a visiting professional has to use their laptop in the setting, this can only be done so if the camera device is disabled.

This policy was adopted in March 2010 and will be reviewed annually and amended as necessary: Reviewed May 2011. Reviewed and amended February 2013. Reviewed and amended November 2014.

Signed on behalf of the setting

