

Seedling Nursery

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Seedling Nursery Leamington Spa
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Mobile Phone and Social Networking

At Seedling Nursery 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 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 in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

All new employees are required to declare any pre-existing friendships with parents or guardians and to describe the nature of the friendship.

Every person has the right to lawful freedom of speech and this policy in no way seeks to censor that right. Staff (Employees) must not however misuse that right if it results in an unlawful act or risk harm to the reputation of the nursery or its staff. This policy forms part of employment contracts.

Examples of social media activities inside or outside of work time that could risk the nursery reputation or good name include (but this list is not exhaustive)

- Negative or derogatory comments about the nursery or agreeing or appearing to agree with others who have made such comments (e.g. the use of the 'like' button.)
- Engaging in activities or expressing or appearing to express views that are seriously contrary to nursery values.
- Expressing strong or controversial opinions or politically or religiously motivated opinions that appear to associate those opinions with the Company.
- Activities outside of work that raise doubts as to the individual's commitment to the
- Company's policies on Equal Opportunities and Dignity at Work.

Staff must adhere to the following:

- **Mobile phones are either turned off or on silent and not accessed during your working hours.**
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the main office/lockers at all times during the hours of your working day. Phone may be accessed at lunch breaks or in the event of an emergency and with permission from a manager.
- During outings, staff will use mobile phones belonging to the nursery wherever possible.
- Photographs must not be taken of the children on any phones or any other information storage device, either personal or nursery owned.

When using social networking sites such as Facebook (twitter, YouTube, instagram) staff must:

- Not name the setting they work at
- Not make comments relating to their work or post pictures at work
- Not send private messages to any parents/family members



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- 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.

Bullying/harassment - 'cyber bullying'

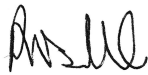
The nursery will not tolerate employees making or participating in derogatory or insulting comments about the nursery or its employees on any social media sites or any on-line activity which is likely to constitute bullying or harassment. Any employee judge to have done so will be liable to serious disciplinary action in accordance with the Disciplinary Procedure.

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, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy)'.

This policy was last updated	Signed on behalf of the nursery	Date for review
January 2022		January 2023

