

The Children's Workshop

Mobile Phone, smart-watches Policy including Social Networking

EYFS: 3.4

At the Children's Workshop 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 pre-school 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 or smart-watches during working hours. We have a landline whereby emergency phone calls can be made and received – **Tel: 0208 979 0692.**

We ask parents, students, volunteers and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones/smart-watches are to be kept in a lockable box during the duration of the session.
- Staff are asked to sign their phones in and out and a manager will check that all staff have adhered to this policy. If a member of staff has left their phone at home, they must sign they have done so on the phone signing in form.
- Mobile phones/smart-watches can only be used on a designated break and then this must be away from the children. Staff should ask permission from a manager to check their phone during their working hours.
- Photographs must not be taken of the children on any personal phones or any other personal information storage device. The Children's Workshop regularly uses setting owned cameras/iPads to record and document the children's learning – *please refer to our Camera Policy.*
- Staff must not post anything on social networking sites such as Facebook that could be construed to have any impact on the pre-school's reputation or relate to the pre-school or any children attending the pre-school in any way.
- Staff must not post anything on social networking sites that could offend any other member of staff or parent using the pre-school.
- If staff choose to allow parents to view their page on social networking sites 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, which could result in dismissal.

Parents' and visitors' use of mobile phones, smart-watches 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 pre-school or when collecting or dropping off their children. Visitor's phones should be kept in the office or kitchen.

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 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 has been written in conjunction with our Safeguarding, Camera and Social Networking policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
November 2018		November 2019

