



Registered Charity No 1035670

Social Networking and Mobile Phone policy

This is Beckley Preschool's policy on Social Networking and Mobile Phones.

Statement of intent

We realise that social networking is now a recognised form of communication and it is important that any information shared is appropriate and does not put any child or team member at risk. The preschool has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the preschool view the staff.

We also believe our staff should be completely attentive during their working hours to ensure all children in the preschool receive good quality care and education. This is why mobile phones are not to be used during working hours.

This policy enables everyone to be aware of any restrictions.

Aim

It is our intention to ensure the safety of all children, their families and team members.

Methods

In order to achieve this aim we operate the following policy, which we expect everyone connected to this setting to follow.

Staff must adhere to the following:

Mobile phones are not to be turned on during your working hours

Watches with recording or imaging facilities are not to be worn in the setting.

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 kitchen at all times during the hours of your working day

During outings, staff will use mobile phones belonging to the preschool wherever possible.

No photographs should be taken of the children on any phones, either personal or nursery-owned

Parents and visitors use of mobile phones; including watches with recording or image facilities:

The preschool operates its own mobile usage policy in relation to staff and visitors to the premises. 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, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the preschool or when collecting or dropping off their children

The following applies to any site/page other than Beckley Preschool's designated Facebook page.

You should not upload images containing photographs of children from the setting or any images which may identify the setting in any way, including logos.

You should not publish details relating to the setting which are work related.

Personal comments made on any social networking site should be considered carefully to be appropriate.

Staff should not disclose their employer's details.

All adults should always be aware of their responsibilities when accessing social networking sites.

You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your job and your personal interests.

You should not discuss information about children in your setting or their families on your personal networking site.

You should not discuss information you have access to as part of your work on your own personal networking site. This includes information relating to your employer, your colleagues or any information which could be used to identify our preschool.

You should not publish photographs, videos or any other form of images of children from the settings or any images which may identify the settings in any way, including our logo.

You should always keep in mind the duty of confidentiality you owe to the children in our settings, their families, your colleagues and employer.

Gossiping about people you have professional dealings with could be a breach of confidentiality.

In order to keep appropriate professional boundaries it is best not to have contact with your clients through your personal social networking site.

Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the preschool's reputation

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the preschool.

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,

Any inappropriate disclosures affecting children's and other people's welfare will be dealt with in accordance with the settings disciplinary policy and procedures which could result in dismissal.

You should be aware that once your personal information and opinions are on the internet you may not be able to control what happens to them. So take care what you post on social networking sites.

Make sure you set the privacy settings of your personal site as strictly as you can and don't reveal your home address, telephone number, date of birth, where you work and your work address.

Use a separate email address just for social networking so that you don't have to give away any other contact details. Don't use the work email address.

Read the privacy policies and user agreement on your personal site regularly to understand how they use your personal information.

Any disclosures impacting on children's welfare will be dealt with severely in accordance with our policies and procedures.

Please speak to the Committee Chair or the Manager if you have any queries or do not understand this policy.

This policy was adopted by the Management Committee of Beckley Preschool on 19th June 2012 and reviewed to include 'Mobile Phone usage' on 22nd October 2013.

Signed on behalf of the management committee

Name of signatory

Role of signatory

Date:

Date of review:

Reviewed by [signature]: