



Abbey Wood Grange Day Nursery

Mobile Phone & Social Networking Policy

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. This is why mobile phones are not to be used during working hours.

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 using the nursery view the staff.

- Mobile phones must not be used unless on a designated break and then this must be away from the children in either the Staff Room or Outside the Nursery Premises
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day
- You are strictly prohibited from taking any photographs or recordings of the children using your mobile phone or any other electronic devices
- Staff must not 'like' us on our Nursery Facebook page as parents can access their profile page if it's not secure
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any 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 using the nursery
- Staff must decline friend requests from parents or their families and must remain professional at all times
- Staff must not advertise where they work on any social networking sites

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.