**SOCIAL NETWORKING AND MOBILE PHONE/ANY OTHER ELECTRICAL DEVICE POLICY**

**This policy refers to all types of electronic device such as mobile phones, smartwatches, ipods/pads, tablets or anything similar; for ease of reading we will call them mobile phones throughout this policy.**

At the nursery we feel that some restrictions need to be placed when staff have access to social networking sites such as twitter or face book and how these can impact upon the nursery and how parents would view the nursery and its staff.

We believe that staff should be completely attentive and so practitioners must not use or access their mobile devices during their times of work.

All staff, students and volunteers in the setting must adhere to the following restrictions:

* Personal Mobile phones are to be kept in staff bags or lockers, on silent or turned off during working hours.
* Mobile phones can be used only in designated lunch breaks, this must be away from the children.
* During outings, staff will use the mobile phone belonging to the nursery.
* Photographs may only be taken on the nursery mobile phone or tablet.
* Staff must not post anything on social networking sites that would have a negative impact on the nursery’s reputation or have any impact on the way the nursery and/or its staff are viewed.
* Staff must not post anything on social networking sites that may offend a staff member or parent/carer using the nursery.
* All staff are to be professional and responsible in their use of social networking sites.
* If staff choose to allow a parent/carer or other family member of a child at Amberley to view their page on social networking sites then the relationship must be kept professional at all times. Staff are strongly encouraged not to have current families on their social networking sites.
* Parents and other visitors to the nursery are asked to keep their mobile phones turned off and in their pocket or handbag whenever they are on the nursery premises. All staff must remind any visitors to our setting of this and ask them to put away their mobile phones if they see them being used.
* Use of the Amberley Nursery social media, including the use of children’s photographs, is discussed with parents/carers at each child’s initial introductory session and parents/carers permission is sought for the use of their child’s photograph.
* If any of the above points are not followed then the staff member involved will face disciplinary action, which could result in dismissal.
* We invite the raising of any concerns regarding inappropriate use of social media and will always treat these confidentially.

Policy revised January 2019 Lisa Gray