

### **Monty's Daycare Mobile Phone & Social networking policy**

*This policy is in line with the guidance and procedures of the Kent Safeguarding Children Board (KSCB) Statutory framework for the EYFS Section 3 – The safeguarding and welfare requirements; **child protection 3.4***

Mobile Phones often have access to the internet and social networking sites. They also tend to have cameras in built. We have a responsibility to ensure these facilities cannot be abused which could risk safeguarding of the children in our setting.

Monty's Day Care needs to ensure;

- The welfare and safeguarding of the children in our setting and ensure unauthorised members of the public do not have access to information about the children in our setting.
- We ensure staff do not have access to personal cameras/phones whilst working in the setting and cannot pass on images of children in our setting.

Monty's Daycare has a high reputation to upkeep and comments made on social networking sites such as 'Facebook', 'Twitter' etc, the content and use of unsuitable language could have an impact on how parents/ potential parents using the nursery view the staff. Staff should be completely attentive during their hours of work to ensure all children in the nursery receive high quality of care and education.

1. Mobile phones can only be used on a designated break outside the nursery setting and away from the children.
2. Mobile phones should be stored safely and securely at all times either in staff's locker (located in Manic Monsters) or in the phone safe at all times during the hours of your working day. The safe is located within Manic Monsters Play Centre away from the setting. The phones will be signed in and out of the safe. The phone will not be taken into the setting at any time.
3. Staff cannot be social networking "friends" of any parents whose children attend the setting. If you are already friends before you are employed at the setting, you can no longer be "friends" on a social networking site.
4. Staff whose children attend the setting can be Facebook friends with other staff. Correspondence should remain professional and within the guidelines of point 5.
5. Staff must not post any information or images onto social networking sites that refers to their employment or the setting. Staff cannot mention where they work, who they work with or anything about the children or staff at the setting. Comments on social networking sites must remain professional and respectful of other staff. Privacy settings must be in place so only direct friends can see posts. This is to safeguard the children from risk of abuse.

*This policy was revised at a meeting during April 2018, Kerry Allen (Acting Nursery Manager) and Naomi Washer (Acting Deputy Nursery Manager) were present.  
(Policy to be reviewed during the month of April 2019, Summer term).*