

DELL COTTAGE

DAY NURSERY

A place to play, learn, discover & grow

Use of technology and social networking sites

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 personal mobile phones or other technology are not to be used during working hours. We also feel that restrictions need to be in place 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 and setting.

- Mobile phones/ or other technology is not to be used during your working hours unless prior arrangement is made with the manager and agreed.
- Mobile phones/ or other technology must not be used unless on a designated break and then this must be away from the children (in the designated staff area).
- Mobile phones/ or other technology should be stored safely in the designated area at all times during the hours of your working day or not brought into the nursery at all.
- Staff must never take photographs of children in the setting on their phones at any time, this includes during after-hours babysitting care.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from your mobile in the designated staff area of the setting.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all time.
- Staff must not pass on or accept messages regarding the nursery from a parent's on social network 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
- The manager/ deputy manager or supervisor may have her phone available during work hours so that it can be used as a back up for emergencies. The phone will always be left in an accessible area and in other staff's view. The manager/ deputy manager or supervisor will not use the phone in activity rooms or when alone with children