

Mobile Phone, Smart Devices and Social Media Policy

Policy Statement

At Katey's House Nursery, we strive to provide a distraction-free environment for both staff and children. We aim to ensure that mobile phones, smart devices, and social media are used responsibly to maintain a safe and professional setting.

Photographs or other video images are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Procedures Regarding Mobile Phones and Smart Devices

Staff Usage

Personal mobile devices (including smartwatches and fitness trackers with cameras) must not be used while on duty or in areas where children can be seen, under any circumstances. Any violation of this policy may result in disciplinary action.

Staff are required to sign their mobile phones in and out of the office using the Staff Mobile Phone Register (Appendix 1). Phones must be set to silent or "do not disturb," and Bluetooth must be disabled. If a staff member does not have a mobile phone to sign in, they must indicate this on the form.

Mobile phone calls should only be made during breaks and in the designated staff area. In the event of personal emergencies, staff are permitted to use the setting's phone or make personal calls from their mobile phones in the designated area. However, they must first obtain prior permission from the Nursery Manager. Staff should inform their families and children's schools of the nursery's emergency contact numbers.

Parents/carers should be asked to refrain from using mobile devices while in the nursery.

If a contractor needs to use a mobile phone to perform their duties, they must be accompanied at all times and ensure that no children appear in any photographs taken.

Parent Usage

Parent helpers must store their phones/devices in the designated phone storage box in the Manager's office.

Outings

Nominated staff will have access to a designated nursery mobile phone (without a camera) for emergencies. Personal mobile phones should not be used during trips.

Monitoring

Staff must be vigilant and report any concerns about inappropriate mobile phone use to the Nursery Manager. The Manager reserves the right to check the image contents of a staff member's phone/device if there is a legitimate cause of a safeguarding concern.

Procedures Regarding Photography and Cameras

Use of Cameras

Only the designated nursery camera and/or nursery tablet is to be used for taking photos or videos within the setting or on outings.

Photos must be appropriate, with children dressed properly, and stored securely. Images should be removed from nursery devices regularly (preferably every week).

All backup photos must be stored on the nursery's OneDrive and should never be kept on the device itself.

Restrictions

Cameras and video equipment are not allowed in bathrooms without the Manager's permission.

If photographs or other images need to be taken in a bathroom, i.e., photographs of the children washing their hands, then the Manager must be made aware, and staff must be supervised whilst carrying out this kind of activity. At all times, the device must be placed in a prominent place where it can be seen.

Publishing Images

Parents when completing the registration document for their child must give permission or decline permission for their child's image to be used. It is the nursery manager's responsibility to ensure that this instruction is followed in all circumstances

Consideration should be given to the selection of images to ensure diversity and avoid misuse. Digital watermarking may be used to protect images.

Social Media Policy

Definition and Purpose

Social media includes platforms like Facebook, SLACK, TikTok, WhatsApp, and Instagram (however the list is not exhaustive). This policy ensures safe use to avoid risks such as breaching confidentiality, copyrights, and cyberbullying.

Personal Use

Staff are responsible for following the nursery's social media policies. Personal photos taken at the nursery should not be published on personal social media but can be shared on the company's platforms by the Social Media Content Creator and/or designated person in charge of the account.

Staff must not make offensive remarks about the nursery or colleagues on social media.

Company Responsibilities

The nursery ensures compliance with legislation, introduces employees to the Social Media policy, and informs them of updates. Social media consent forms must be completed by all staff before their photos or videos are published on any social media platforms.

Social media screening may be conducted during recruitment to check job suitability.

Guidelines for Use

Friend requests from children under 13 must not be accepted.

Personal social media must not be accessed using nursery ICT equipment.

Staff may only use personal social media during breaks in the designated staff area.

Staff must report any concerns about social media content to their Manager/Safeguarding Lead.

Security Measures

Avoid publishing personal information on social media.

Ensure comments and images posted are not defamatory or in breach of copyright laws.

Content Creation and Posting

The Social Media Content Creator and/or the designated person is responsible for posting appropriate content on the company's social media platforms, ensuring children's faces are not included.

Social Media passwords are not to be shared with other employees by the Social Media Content Creator.

Consequences for Unacceptable Use

Misuse of social media will be addressed by the Line Manager, potentially leading to disciplinary action based on the severity of the case.

Benefits and Compensation

No tangible and intangible benefits will be provided to employees for posting their pictures on the company's social media platforms.

Appendices:

- Appendix 1 Staff Mobile Phone Register

Policy Date	01/10/2024	Approved by	Sinead Johnson CEO	Date of next review	01/10/2025
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