



# Oscar Bears' Day Care

## Oscar Bears Day Care - Mobile phone and Social networking policy

### Introduction

In order to safeguard children, staff and instil parents confidence in the service that we offer the following policy has been developed.

### Mobile phones

**Mobile phones must be stored in staff bags in the office area or staff toilet at all times. They must not be kept on any side in the office.**

Mobile phones may only be used on designated breaks, enabling staff to fully concentrate on the children in their care.

If staff need to be contacted during the day they may be contacted through the nursery telephone. Staff must not check their phones during their shift.

Under no circumstances may staff use their mobile phones to take photos of the children in their care. Photos must only be taken with the nursery camera (please see photo and video policy).

### Social network

Under no circumstances may staff post pictures of the nursery or children in their care on any social networking sites.

Staff must not post anything on social networking sites that could be construed as having an impact on the nursery's reputation and its business.

Staff must not post anything on social networking sites that may offend either staff or parents.

Staff are not permitted to use nursery ICT equipment to access social networks.

If any of the above is not adhered to disciplinary action will begin.

Written by: Laura Mills

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