



Mobile Phone and Social Networking Policy

We believe our staff should be completely attentive during their hours of working, to ensure all children in the setting receive good quality care and education. This is why mobile phones should only be used in exceptional circumstances, or during breaks.

We also feel that restrictions need to be placed on staff when they access social networking sites. The setting has a reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the provision view the staff.

- Mobile phones can only be used on a designated break and then this must be away from the children.
- Mobile phones must be stored safely during the hours of your working day.
- During outings, staff will use mobile phones belonging to the setting wherever possible. No photographs will be taken of the children on any phones, either personal or setting-owned.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the provision's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	