

# Putnoe Woods Preschool

## Mobile Phone Policy

### Introduction

At Putnoe Woods Preschool we promote the safety and welfare of all children in our care. 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.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

Putnoe Woods require all staff to be responsible and professional in their use of social networking sites in relation to any connection to the preschool, preschool staff, parents or children.

We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones must be placed in the phone basket in the office at the start of the working day.
- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- During outings, staff will use mobile phones belonging to the preschool wherever possible. Photographs must not be taken of the children on any phones, either personal or nursery owned
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the preschool's reputation or relate to the preschool or any children attending the nursery in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the preschool
- Staff must not take photos in work on their mobile phone.
- Staff must not share personal contact details including mobile phone numbers without explicit consent.
- If staff, choose to allow parents to view their page on social networking sites 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.

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### Parents and visitors use of mobile phones and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the preschool or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of mobile phones through the official procedures to the Preschool Manager.

**This policy is in compliance with GDPR (General Data Protection Regulations)  
May 2018**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment**

Date of Policy: September 2014	Created by: Jo Skelton	
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Review Date	Reviewer	Amendments
May 2018	L.Whitney	GDPR and mobile phone storage during the working day.