

Introduction:

At Hearts and Minds the welfare of the children is paramount and in order to safeguard all children within our care and maintain a high level of confidentiality the use of personal mobile phones/tablets within the nursery environment is strictly prohibited. To further enhance our procedures all practitioners are contractually required to maintain strict levels of confidentiality when using social media both inside and outside of their working hours.

Procedures:

The following procedures must therefore be followed: -

- Mobile phones and devices must be kept in the office and only used in the staff room or outside of the nursery building when staff are on their lunch break or have finished work
 - Employees at Hearts and Minds should turn their mobile devices off before entering the nursery building and place them in the box in the staff room.
 - At 9:30am the box will be brought down to the office for storage until lunch time (11:30) when it will return to the staff room
 - Employees may turn their mobile devices on when in the staff room on their break but must turn them off again before returning to work
 - After lunches have finished (2pm) the box will return to the office for storage
 - At 4:00 when our employees begin to go home the box will return to the staff room for mobile devices to be collected
 - All mobile devices must remain turned off until the employees have left the nursery building
 - Hearts and Minds does not except liability for any damage of any practitioner's phones or tablets whilst they are on the nursery premises, including whilst they are placed in the mobile phone box.
- Mobile phones/devices should never be used in front of the children
- Any member of staff who has an Apple/Smart watch should ensure that it is disabled or on aeroplane mode from their phone and that they cannot receive any messages/phone calls through it whilst in the rooms with the children.
- Staff should not take photos of the children using mobile phones/devices at any time and should be aware of background images (such as those on the wall) if using the camera in the office or the staff room
- Should a member of staff be waiting for an important call then the main nursery phone may be used as a point of contact.
- Parents and carers are requested to refrain from using their mobile phone/devices whilst on the nursery premises
- Visitors are also requested to refrain from using their mobile phone/devices whilst on the nursery premises and where suitable these should be stored in the nursery office. Should visitors need to make a call during their time at the setting this must be done so in the nursery office

Social Networking:

Hearts and Minds is also aware of the popularity of social networking sites such as Facebook, Instagram, TIK TOK and Twitter. We have a strong reputation in the community and understand that comments, videos or pictures on social networking sites could have an impact on our setting. The following guidelines when using these sites are as follows: -

- Staff should not post anything on social networking sites which could affect the company's reputation. If you have a problem or are upset with the setting, management must be contacted
- Staff should not post anything on social networking sites which could be considered inappropriate and/or offensive to parents or staff using our setting
- Staff should never put pictures of children from our settings on their profile, unless permission has been obtained by their parents prior to such publication
- Staff are free to allow parents/carers to view their profile if they wish to do so however any relationship with parents/carers must remain professional at all times and should be at the parent's discretion whether they chose to add staff. Practitioners at Hearts and Minds should therefore refrain from requesting parental friendship on social media sites.
- Staff are not permitted to access the IConnect app outside of their working hours or days off or on their own devices.

It is important to remember that both inside and outside of our setting, staff are required to uphold our reputation and be committed to the company. If any of the above points are believed to have been breached staff will face disciplinary action and possible dismissal.

Managers Signature: _____ Date: _____

Date for Review: _____