

# Reddish Vale Nursery School

## Mobile Phone and Social Networking Policy

We believe that staff should be completely attentive during their hours at work and this is why mobile phones are not to be used during working hours. The exception to this is if work mobiles are being used in the course of someone's job, or as part of compliance with our lone working policy.

We also feel that staff need to be aware of the potential issues associated with social networking sites. The Nursery School has a good reputation to upkeep and comments made about the Nursery on such sites as 'Facebook' could have an impact on how others who use the Nursery (including parents) view the Nursery School.

- Mobile Phones must not be used unless on a designated break and then this must be in staff areas, not in the nursery playrooms.
- With the exception of phones issued in certain roles, mobiles are not to be turned on during working hours – If for any reason you need to have your phone turned on during your working hours please seek permission beforehand from the Headteacher.
- Staff must not post anything onto social networking sites that would offend any other member of staff, parent or member of our Nursery School community or bring the Nursery School or Local Authority into disrepute.
- All staff and parents must sign the school's social media agreement
- If members of staff allow parents to view their page on social networking sites then this relationship must remain professional at all times.

If a member of staff is found to have not complied with this policy they could give rise to disciplinary action, which could result in dismissal.

<b>Links to other policies, procedures &amp; guidance:</b> <ul style="list-style-type: none"><li>• Safeguarding</li><li>• Health &amp; Safety</li><li>• Staff Handbook</li></ul>	
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