



Brenchley Pre-School Limited

Mobile Phone & Social Networking Policy

This will also be incorporated within the Safeguarding Policy

Brenchley Pre-School accepts that employees will bring their mobile phones to work. Employees are not permitted to have their phone on the nursery floor; all mobiles must be kept in staff members bags in the designated area (cupboard in foyer)

The Health & Safety Officer needs to be able to access a telephone immediately as per Fire Evacuation Procedure/Lost Child Policy so her phone should be easily accessible but still within the cupboard in the foyer. Should a member of Nursery Class staff go on a walk in the field, they are allowed as a safety procedure to take a mobile phone with them so they are contactable should an incident happen.

Employees are not permitted to make or receive calls/texts during work time unless they are on designated breaks and are in break areas.

If an employee needs to be contacted urgently during working hours staff are asked to give the preschool telephone number to relevant people ensuring that calls are only received when absolutely necessary.

Staff are not permitted to use recording equipment on their mobile phones, For example: to take photographs or videos of preschool children.

Any one found to be storing pictures on their mobile phone or found to be using their mobile phone whilst not on a designated break could be liable to disciplinary action. (see Camera Policy within the Safeguarding Policy)

Parents and visitors will be asked to refrain from using mobile phones. Procedures will be taken for visitors to put bags including telephones in a safe designated place.

There is a notice on the door that no mobiles phones to be used within the preschool.

Computers and electronic communications

Personal blogs

The setting realises that at home, you are free to set up personal weblogs or 'blogs' on the internet. Provided that they do not breach the law or disclose any of the early years setting's confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

Social networking websites

It is to be recognised that early years practitioners are likely to use social networking sites in their recreational time on their own personal computers. This form of activity is not to be discouraged however early years practitioners must agree and adhere to a 'professional conduct agreement'. It must be ensured that the use of such sites will not compromise professional integrity or bring the early years setting into disrepute. The adding of children and young people, parents and carers as 'friends' to a social networking site should be avoided.

Brenchley Pre-School Limited must ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

- refrain from identifying yourselves as working for the early years setting;
- ensure that you do not conduct yourself in a way that is detrimental to the early years setting; and
- take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting.

Cyber bullying

Brenchley Pre-School Limited is committed to ensuring that all of its employees are treated with dignity and respect at work. It must be recognised that social networking sites and mobile technologies can be used for negative and anti-social purposes. Cyber bullying for example is to be considered as unacceptable as any other form of bullying and effective sanctions must be in place to deal with such concerns. Any known or suspected incidents must be reported immediately to the Designated Person (Zena Ames) or in her absence the Manager (Sian Scovell).

Bullying and harassment of any kind will not be tolerated in the work place. The early years setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

This Policy was reviewed at a Management Meeting held on Friday 2nd November 2018



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited