

# **Brougham Street Community Nursery School**

## **Mobile Phones and Social Networking Policy**

We believe our staff and any students working with us should be completely attentive during their working hours in order that all children in our care receive the best quality attention we can provide.

### **Mobile phones are not to be used during working hours.**

- Mobile phones are locked away in lockers during working hours.
- Mobile phones are not to be used other than when on designated breaks or with specific permission from the Room Leader or Headteacher-these exceptions will only be allowed in rare cases.
- Personal Mobile phones are not taken on outings where children are present without specific permission of the Group Leader or Headteacher.
- Mobile phones are NEVER used in the same room as children. Visitors are asked to refrain from using mobile phones whilst on the premises.
- Parents are asked to disconnect calls so that they can focus on their child.
- Staff and students are asked to make sure all next of kin have all the school telephone numbers in case of an emergency-they should not hesitate to ask for the member of staff in person-explaining it is important/urgent.

### **Social Networking sites such as Facebook must be used with care so as not to bring disrepute to staff, families or children associated with Brougham Street Nursery School.**

- Staff and students must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the Nursery's reputation.
- Staff and students must not post anything onto social networking sites that would offend any other person associated with the Nursery.
- It is preferable that staff are not friends with parents of a child currently a pupil of the Nursery but if this is the case then this relationship must be professional at all times and the Nursery or anyone connected to it should not be a subject of discussion.
- If any of the above points are to be found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

**Signed on behalf of Brougham Street Nursery School: Headteacher**

**Chair of Governors**

**Review Date:       Sept 2020**