**30 I.T. Mobile phone and social networking (E-safety) Policy**

Staff team members are not permitted to use the IT equipment at nursery for any personal communications (i.e., Facebook) or for personal research that is not associated with the ongoing professional development or improvement of Play Station Nursery. Shopping websites may only be used with the prior permission of a senior member of staff and for the purpose of purchasing resources for Play Station Nursery.

IPad have internet restriction applied with a password held by the manager, all lap tops checked on a regular basis and have AV internet security set up. We have no internet restriction on the lap tops however there is no lone working on laptops and if staff members have any suspicions of inappropriate activity they are encourage to report immediately to a line manager.

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. Mobile phones are not to be used during working hours, only on permitted breaks. Restrictions are placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as ‘Facebook’ could have an impact on how families using the nursery view the quality of provision that we offer.

Staff must adhere to the following:

* Mobile phones should be stored safely in the locked box at all times.
* 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 nursery wherever possible. Photographs may be taken of the children on the nursery phone.
* Staff 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 must not post anything onto social networking sites that would have a negative impact on any other member of staff or parent using the nursery
* It is strongly recommended that staff do not make ‘friends’ with parents/carers on social media sites.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
* Staff must not wear smart watches that can be used as a phone or camera, this includes any watches that have the ability to respond to emails, calls or messages. Fit bits may be worn as long as they do not have this function.

**Parents and visitors use of mobile phones**

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, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

Visitors other than parents will be asked to store their mobile phone in the locked box in the office whilst they are on the nursery premises or switch them off.

Please ensure that anyone who may find it necessary to contact you during the working day has the main line number for the nursery.

Any pictures of children that are uploaded to an online site must not include faces of the children.

**Tapestry**

Any practitioner using tapestry to complete work form home must access the site using a computer login only. Practitioners are not permitted to have or use the App on their phones. While working from home practitioners must follow the same levels of confidentiality and must work in a room where no one else is able to view their work. Staff are to notify a manager if the plan to work from home.

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