

## DURHAM UNIVERSITY DAY NURSERY

### MOBILE PHONE /SMART WATCHES AND SOCIAL NETWORKING POLICY

#### 1. Policy Statement / Purpose

- 1.1 We promote the safety and welfare of all children in our care. 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.
- 1.2 We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a very good reputation, which we wish to retain and comments made on sites such as 'Facebook'/'Instagram' could have an impact on how parents/carers view the nursery staff.
- 1.3 We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.
- 1.4 This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using the nursery devices online.
- 1.5 Staff must adhere to the policy below.

#### 2. Policy

- 2.1 All personal devices that send/receive texts, make calls, receive social media notifications, have a sim card or have a camera must be either turned off on entry to the nursery site or placed on silent and stored safely in staff lockers at all times unless on a dedicated break.
- 2.2 Smart watches without sim cards can be worn but staff must turn their mobile phone off, stored at reception and signed in and out. It is staff's responsibility to ensure this is followed at all times. Mobile phones are stored at your own risk and must be signed for by the individual staff member.
- 2.3 All electronic devices / smartwatches should be stored safely in staff lockers in the staff room and not accessed during your working hours. Mobile phones can be used during designated breaks within designated break areas only and must be away from the children at all times.
- 2.4 Devices that step-count only are allowed providing that is their only function.
- 2.5 Kitchen staff to keep mobile phone at reception or staff locker in staff room.
- 2.6 The use of nursery devices, such as tablets, must only be used for nursery purposes e.g. Tapestry and educational age appropriate resources.
- 2.7 During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos. If in the event staff need to use their own mobile phone, the nursery manager or deputy manager will check on return that no photos have been taken on a personal mobile phone.
- 2.8 The nursery devices will not have any social media or messaging apps on them.

- 2.9 Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible.
- 2.10 Any apps downloaded onto nursery devices must be done only by management. These are password protected. This will ensure only age and content appropriate apps are accessible to staff, or children using them.
- 2.11 Passwords/passcodes for nursery devices must not be shared or written down, and will be changed regularly.
- 2.12 Staff must not post anything onto social networking sites such as 'Facebook'/'Instagram' that could be construed to have any impact on the nursery's reputation.
- 2.13 Staff must not mention any work related information when using social media.
- 2.14 Staff must not post anything onto social networking sites that would offend any other member of staff or parent/carer using the nursery.
- 2.15 If staff choose to allow parents/carers to view their page on social networking sites then this relationship must remain professional at all times. We strongly advise staff members not to accept any friend requests from parents/carers, or make a request, unless they have known them previously in a personal capacity. Staff represent the university at all times and their actions/behaviours on social media can be reported back to the nursery if there is any cause for concern.
- 2.16 If any of the above points are not followed then the member of staff involved will face disciplinary action, which may result in dismissal.

### **3. Parents/Carers and Visitors Use of Mobile Phones**

- 3.1 The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. 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/carers and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery.
- 3.2 Parents/carers/visitors will be asked to leave their mobile phone device at reception when attending the nursery to carry our work/visits and meetings.
- 3.3 If contractors need to take photographs on a mobile phone for work purposes a member of staff will be present and photographs to be checked.

### **4. Related Documents**

- 4.1 The university also has its own Social Networking Policy which staff must adhere to and can be found at :

<https://www.dur.ac.uk/internal/hr/policies/social/>

### **5. Version Control / Revision History:**

Current Status Version: Final

Approval date: 20/04/2023

Version	Date	Changes	Changed by
Draft Version 2.0	9 August 2018	Draft version	Kim Roberts
Draft version 2.1	9 August 2018	Move to GES format.	Janice Grinter, Nursery Administrator
Final version	15 August 2018	Approved.	Kim Roberts, Nursery Manager
Final Version	05 Feb 2020	Reviewed No Changes Approved.	Kim Roberts, Nursery Manager
Final Version	October 2020	Reviewed. Changes made. Approved	Kim Roberts. Nursery Manager
Reviewed 2.1	10 November 2021	Reviewed.	Kim Roberts. Nursery Manager
Final Version 2.2	17 November 2021	Changes made.	Marcus Martinez-Ferrell, Nursery Administrator
Final Version 2.2	17 November 2021	Approved.	Kim Roberts. Nursery Manager
Reviewed	March 2022	Changes made to section 1, section 2 and section 3.	Marcus Martinez-Ferrell, Nursery Administrator
Final Version 3.0	March 2022	Approved.	Kim Roberts. Nursery Manager
Reviewed	16 <sup>th</sup> March 2023	Amendments to 2.2, 2.6. Added section 3.3	Kim Roberts, Nursery Manager
Final Version 4.0	16 <sup>th</sup> March 2023	Approved	Kim Roberts, Nursery Manager
Reviewed	20 <sup>th</sup> April 2023	No changes	Kim Roberts, Nursery Manager
Final Version 4.1	20 <sup>th</sup> April 2023	Approved	Kim Roberts, Nursery Manager