



General Welfare Requirement: Safeguarding and Promoting Children's Welfare
The provider must take necessary steps to safeguard and promote the welfare of children

Mobile phone and social networking

Policy Statement

At Cherry Blossom Nursery and Preschool we believe that our staff should be completely attentive during their working hours, to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used whilst on duty.

At Cherry Blossom Nursery and Preschool we also feel that restrictions need to be in place on staff when they access social networking sites. The nursery's reputation is extremely important and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

Procedures

Mobile phones

- Mobile phones are not to be used whilst on duty.
- Staff must not hold any data of children on their personal devices, including photographs, contact details and children's personal details.
- Mobile phones must not be used unless on a designated break and then this must be away from the children.
- Mobile phones should be stored safely at all times during the hours of your working.
- Mobile phones must be stored in the staff room at all times unless entering and exiting the nursery in which they should be securely In a bag or pocket where they are not in use throughout travelling around the nursery.
- Mobile phones should not enter the children's classrooms or where children are present.

Social Networking

- It is important that staff maintain confidentiality and ensure correct practice at all times.

- Staff must not post anything onto social networking sites such as 'facebook', 'Instagram', 'twitter' or 'TikTok' - or any of the like that could be construed to have an impact on the nursery reputation and children's confidentiality.
- Staff must not post anything onto social networking sites such as 'facebook', 'Instagram', 'twitter' or 'TikTok' - or any of the like that could offend another member of staff or parent of the nursery.
- Staff must not mention any of the children from the nursery on their online profiles
 - Staff must not write direct/indirect messages about work on their online profiles
 - Staff must not publish photographs of the children on their online profiles
 - Staff must not publish photographs of other members of staff while in the nursery on their online profiles
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to 'like' or 'follow' the official Cherry Blossom Nursery and Preschool Facebook page.
- Personal profiles should not contain any images/videos which may be perceived as inappropriate for a child care professional.
- Any breaches of the social networking policy could result in disciplinary action.
- Cherry Blossom Nursery and Preschool has a Facebook page available. This is a communication tool for the nursery, we use it to..
 - promote events
 - parent partnerships
 - share photographs, news, special events and advise.

PLEASE NOTE THIS POLICY ALSO FORMS PART OF OUR DATA PROTECTION POLICY

Date: 01/10/2025

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