



## **CNS** CROSSENS NURSERY

### **Policy on Use of Personal Mobile Devices and Social Networking Sites**

The term 'Mobile Device' includes all Smartphones (e.g. iPhone, HTC etc.), Digital Cameras, Tablets (e.g. iPads) and any other portable device (e.g. iPod) capable of taking digital pictures and videos.

The reference to Social networking sites includes all such sites (e.g. Facebook etc)

#### **Ethos**

We believe that keeping children safe is of paramount importance.

We also seek to ensure that everyone in the school is safeguarded against allegations and works to high standards of professionalism.

At no time should any **personal mobile device** be used to take photographs or videos. Therefore whilst on the school premises all staff, parents, students, volunteers and visitors are required to switch off their devices and put them away in bag or locker as appropriate.

#### **Responsibilities:**

##### **Governors:**

1. To agree this policy and to review it on the dates specified
2. To monitor the implementation of the policy.

##### **Head of the School:**

1. To ensure that all members of staff, students, volunteers and visitors to the school receive and understand the information in this policy and procedures.
2. To ensure that this policy is a part of the induction package for all members of staff, students, volunteers and relevant visitors.
3. To ensure that members of staff who sign in, contractors and other visitors know their responsibilities.

##### **Staff, Students, Volunteers, Parents/Carers, Governors and Visitors:**

1. To follow the policy at all times
2. To report any incidents they observe where others do not observe this policy.

#### **Procedures**

1. Copies of this policy will be made available and explained to all Staff, Volunteers and students.
2. Parents and all other visitors to the school will be informed of the applicable parts of the policy.
3. **Staff, Students and Volunteers** to be made aware that this policy relates to all school activities *off* the premises, such as school outings.
4. **Staff, Students and Volunteers** should not use their mobile phones or other mobile electronic devices, during their working hours, even if children have gone home, unless on an official break and in an area outside the secure zone, i.e. where there are no children.
5. **Governors, Staff, Students and Volunteers** must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation or that would offend any other member of staff or parent using the nursery
6. **Governors, Staff, Students and Volunteers** must decline friend requests from parents or their families and must remain professional at all times
7. **Governors, Staff, students and volunteers** who have internet connected phones should use them in accordance with the policy on use of social networking sites.
8. **Visitors to the school, including governors must leave their mobile phone with the School Administrator**
9. **Contractors** working in the school who need to use their mobile phones will be advised of where they may do so.

10. **Emergencies and exceptions** – if any member of staff, student or volunteer needs to receive an urgent message they should in the first instance give the school number to the person they are waiting to hear from. If this is not possible they can ask an appropriate member of the senior management team or the admin team if it would be possible to leave their phone in the office and they will inform the person when their phone has rung. If any member of staff needs to make an urgent call during session times, they must seek permission to leave the classroom area, collect their phone and make the call outside the secure zone, replacing their phone to their bag or locker before returning to the classroom.

11. If **any member of staff or governor** is found to be using a mobile phone or other mobile electronic device, as described in point 4, or to be using social networking as described in points 5, 6, and 7 above, this will be considered as gross misconduct and may lead to disciplinary procedures.

12. **Students and volunteers** who are found to be in breach of this policy will immediately have their placement reviewed.

#### **Criteria for Success**

1. **Governors, Staff, students and volunteers** demonstrate that they understand the policy and that they are following the procedures.
2. Content of the policy and procedures remains relevant.

**Policy agreed by Governors: October 2020**

**Review date: October 2023**

