

# Social Networking and Mobile Phone Policy

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## Introduction:

Social networks are web-based communication structures that enable easy communication and relationship building between individuals via the internet, many of which include additional access to further methods of interaction such as e-mail and instant messaging.

Whilst we at the Gooseberry Bush Day Nursery consider the widespread use of social networking to be an effective and useful method for communication in the appropriate context, the potential for misuse by workers (during and out of work hours~) is such that the following guidelines have been put into place from 9<sup>th</sup> July, 2019.

As an additional note, this policy extends to all platforms of social media including Facebook (and subsequently, Facebook Messenger), Instagram, Snapchat, Twitter, LinkedIn, Tumblr, Reddit, Youtube, etc.

## Social Networking:

Access to email and the Internet is provided during work hours for the purpose of effectively completing work and use must comply with all organisation policies and procedures. This goes for both office staff whom use their computers, email and the internet every day, and for staff and their mobile phones or other personal devices.

The organisation will not tolerate employees using social networking sites for unofficial or inappropriate uses. Specifically:

- You should not use social networking sites during contracted working hours for personal interest/benefits, without the authority of an appropriate manager.
- Usage during your agreed breaks is permitted, subject to the rules contained in this policy.
- You should not at any time upload photographs to your social networking sites of yourself OR any other employee taken in a work situation OR in work uniform.
- You should not at any time include information that identifies any other employee/contractor/supplier/client/customer or any other individual working in

connection with the Gooseberry Bush Day Nursery ie. Staff cannot identify their colleagues or any parents or children of the nursery.

- You should not at any time express opinions on such sites which purport to be the opinion of the organisation, nor comments representing your own views on the organisation.
- Any personal blogs should contain a disclaimer that the views expressed on it are personal views of the author only,
- You should not, at any time, make comments on such sites which bring the organisation into disrepute.
- You should not, at any time, make comments on such sites which amount to bullying, harassment or any other detriment towards other employee / contractor / supplier / client / customer or any other individual working in connection with the Gooseberry Bush Day Nursery.

### Monitoring of Social Networking Use:

It is recommended that all employees use strict privacy settings on their social network profiles.

The organisation monitors your internet usage on company hardware regularly and may undertake more in-depth monitoring where considered necessary. This includes monitoring the websites you visit and any other matters referred to in this policy.

Monitoring in this way will involve the processing of your personal data and you should make yourself familiar with our Data Protection Policy and our Confidentiality Policy.

### Mobile Phones at Work:

Mobile phones and their usage at the GBDN must be in accordance with our Code of Conduct. All staff view and sign the Code of conduct during their induction when they start and then annually during supervision.

It is the policy for the Gooseberry Bush Day Nursery that under no circumstances will any member of staff have access to their **OR** a colleagues mobile phone within the childcare rooms.

Mobile phones belonging to staff will be put into staff member's own locker, handed in at the main office, or kept in the staff room, before the beginning of each working day. Staff can have access to their phones during their lunch break but all phones must be returned to lockers, the office, or staff room at the end of the break.

There is an exception to the above rule in regards to Emergency Situations - as the cordless phone is not always available, in the event of an emergency such as a Lock-Down, an allocated Member of Management will take their personal mobile in the Manager's Office so that in the event of an emergency, they can still contact the required authorities whilst also getting to safety.

In this regard, the member of management's mobile phone will not be used during the day UNLESS during an emergency situation, and will be kept in the Manager's Office.

This was added to this policy & the 'Fire-Drills [...]' policy as of the 8.8.2019 following a Risk Assessment completed on 29<sup>th</sup> July, 2019.

Phones are stored within GBDN at your own risk.

We do not accept any liability for loss, damage or theft.

In line with our Visitors Policy, visitors will be asked to leave their phone in the main office until they are about to leave the premises. Staff will challenge any parent/carer/other adult who use their phone within childcare rooms.

The staff will explain to the parent/carer/other adult the safeguarding reasons behind their actions and provide the individual with a copy of this policy and the Safeguarding Child (Child Protection) Policy.

Staff will support the parent/carer/other adult in understanding the importance of these policies and the need to implement them. Parents will be issued with a Safeguarding Parent Guide.

#### Enforcement and Disciplinary Procedure:

Any member of staff who we suspect has breached this policy will be subject to the organisation's disciplinary procedure.

Should any member of staff be seen to be using their mobile phone during their working hours without permission from the management team, this will be treated as misconduct and dealt with as a disciplinary matter.

#### GBDN Policies and Procedures that link to this one:

Please read the 'Code of Conduct 17.6.2019' for context regarding the quotes listed below, as well as more information regarding specific staff conduct expectations:

*" Unless previously known to you as a friend, school mate or family member, you must not add parents to any social media (Facebook, Twitter etc.). if you have previous relationships as stated above, you must pay extra diligence to points 3 and 4." Reputation and Online Safety, #8*

*" When in uniform you represent Gooseberry Bush Nursery and as such your behaviour and attitude must not cause the nursery to be brought into disrepute or for a member of the public to deem you to be an unsuitable person to care for their children. If this is the case a referral to LADO will be made and an investigation may follow leading to possible suspension and or dismissal."*

General, #7

This policy was created by the GBDN on: 9/7/2019

Reviewed on: .....

Reviewed on: .....

Signed by the Manager, on behalf of GBDN: 