

The Acorns Day Nursery

Mobile Phone Policy

The nursery accepts that employees will bring in their phones to work but employees are not permitted to have their phones on the nursery floor. All mobiles must be kept in staff members bags in the staff room.

We also ask that parents/carers do not use their phone at all within the nursery, they are asked to use their phone in the foyer area.

Staff are not permitted to make or receive calls/texts on their mobile phones during work time, unless they are on their designated break. Calls and texts made and received during these times must be taken in the staff room or away from the nursery premises.

If staff need to check their phone due to an emergency then they need to let this be known to a senior member of staff, again this will be only in the staff room or outside the premises.

If a staff member needs to be contacted urgently during working hours then staff are asked to give the nursery telephone number to the relevant people ensuring that calls are only received when absolutely necessary.

Staff are not permitted to use recording equipment on their mobile phones, for example to take photographs or videos of nursery children. Anyone found to be storing pictures on their mobile phone or found to be using their mobile phone whilst not in the designated area (staff room) will be liable to disciplinary action and will be dealt with accordingly. (Please see whistle blowing and safeguarding policy for more info)

If staff take the children on an outing or attend a home visit then they must take the nurseries mobile phone, which does not have a camera on it.

Computers and Electronic Communications

We encourage staff to use email and the internet at work, for work related business only. However, we require that employees ensure that their communications are well structured and professional.

The nursery is aware that in your own time and on non work computers you are free to set up personal weblogs or 'blogs' on the internet, providing that they do not:

- Breach the law or disclose any of the nursery's confidential information.
- Breach copyright.
- Bring the nursery into disrepute.
- Disclose personal data or information about any individual that could breach the Data Protection Act 1998.

We respect staff's right to have a private life. However we must also ensure that confidentiality and the nursery's reputation is protected. We therefore require that if you use a social networking website to:

- Ensure you do not conduct yourself in a way that is detrimental to the nursery.
- Take care not to allow your interactions on these websites to damage working relationships between colleagues and parents.

We are committed to ensuring that all employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated. Cyber bullying methods could include text messages, mobile phone calls, instant messenger services, circulating photos or video clips, or by posting comments on websites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber bully a colleague could face criminal prosecution under various laws, including the Malicious Communications Act 1988. **Feb 2016 Review Feb 2017**

