



Mobile Phone and Social Networking

We believe our staff should be completely attentive during their hours of working to ensure all children in the Link Club receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The Link Club has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the Link Club view the staff.

Staff must adhere to the following:

- Mobile phones are not to be turned on during your working hours
- Mobile phones should be stored safely within their handbags or left in your vehicle.
- Staff must inform their emergency contacts of the Link Club mobile number. This is the only acceptable form of communication whilst at work.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the Link Club's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Link Club
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors use of mobile phones

- The Link Club 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 and visitors are also kindly asked to refrain from using their mobile telephones whilst in the Link Club or when collecting or dropping off their children

Internal use only

This policy was adopted on	21/05/15
Signed on behalf of the nursery	
Date disseminated to staff	21/05/15
Date for review	21/05/2023
Date Amended	