

Social Networks and the use of Mobile Phones

As you may be aware the misuse of mobile phones and social networking sites by staff in some nursery settings has been a recent concern.

At Grosvenor it is always our aim to uphold the highest safeguarding procedures and we feel it is important to keep you informed of these policies. We have a staff policy for the use of social networking sites and mobile phones (Please ask if you would like to see a copy of the full policy), and we hope, by drawing your attention to some of our procedures listed below you will all help us to maintain these standards.

- **Parents must not use mobile phones inside the nursery buildings when dropping off or collecting children.**
- **Staff, visitors and students are not allowed to use mobile phones within the main areas of the nursery.**
- **Staff mobile phones are to be kept in lockers and only nursery equipment is to be used for taking photographs.**
- **Staff must not give out their personal mobile numbers to parents/carers.**

We understand that social networking sites are an important method of communication but they can also be open to abuse and inappropriate use.

- **Staff are not allowed to have parents/carers as contacts or 'friends' on any social networking site - even if it is someone they know well. So please do not be offended if staff do not add you, or remove you, from their contact list and we would be grateful if you do not request staff to become your friends online.**
- **Parents must not post photographs of other people's children on social networking sites.**
- **Parents should not post negative comments/complaint about the school on social networking sites – we would prefer that any concerns/complaints are brought directly to senior management so that we may deal with them.**

This is inline with Bolton Council Policy and not just school/Day Care procedure.