



Mobile phones and Social Networking

We believe our staff should be completely attentive during their hours of working to ensure all children 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. Athelstan School has a high reputation and comments made on sites such as 'Facebook' could have an impact on how parents view the staff.

Staff must adhere to the following:

- Mobile phones can only be used on a designated break and then this must be away from the children.
- Mobile phones should be switched to silent during the hours of your working day
- Photographs must not be taken of the children on any phones.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the schools reputation or that would offend any other member of staff or parent.
- If staff should allow parents to view their page on social networking sites then this relationship must remain professional at all times.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
- This policy supports the staff acceptable use policy

Parents and visitors' use of mobile phones

The setting operates its own mobile phone 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 setting or when collecting or dropping off their children