



Social Media and Mobile Phone Policy

The safety, privacy, and well-being of the children in our care is our highest priority. As part of our safeguarding responsibilities, we are committed to ensuring that the use of mobile phones and social media within and outside the nursery setting is conducted in a manner that protects children, staff, and families. This policy outlines the expectations for staff, parents, and visitors regarding mobile phone and social media use, in alignment with the **Early Years Foundation Stage (EYFS)** statutory framework and safeguarding best practices.

Purpose

The purpose of this policy is to:

- **Protect children** from harm, ensuring that all digital interactions and content related to the nursery are safe and appropriate.
- **Maintain a secure environment** for children, staff, and families by providing clear guidelines on the use of mobile phones and social media within the nursery setting.
- **Safeguard the privacy** and confidentiality of children, staff, and families in accordance with data protection laws.
- Ensure that the nursery is compliant with safeguarding practices, promoting responsible and secure use of technology by everyone involved with the nursery.

Staff and Volunteer Expectations

Staff and volunteers play a critical role in ensuring that mobile phones and social media are used responsibly. The following guidelines are in place to safeguard children and maintain professionalism:

- **Use of Personal Mobile Phones:**
 - Staff and volunteers are **prohibited** from using personal mobile phones in any area where children are present during working hours. This is to ensure full attention and focus on the children's safety and well-being.
 - Personal mobile phones must be **stored securely** in designated staff areas, away from areas where children are cared for. Phones should only be accessed during designated **break times**.
 - Staff are encouraged to keep personal mobile phones on silent or vibrate mode to prevent distractions.



- **Social Media Interaction:**
 - Staff must not use personal social media accounts to **communicate with current or former parents/carers** of children in the setting, unless explicitly authorised by management (for example, if a personal relationship existed prior to employment).
 - Staff must **never post images**, videos, or any identifying information about children, families, or colleagues in connection with the nursery on their personal social media accounts, either during or outside of working hours.
 - Any **official social media presence** must be controlled and managed by the **leadership team** to ensure that content is appropriate, in line with the nursery's ethos, and aligns with our safeguarding policies.
- **Professional Conduct Online:**
 - Staff should always **maintain professional conduct** on social media platforms, ensuring their online presence does not conflict with their role in the nursery.
 - Staff should be mindful of the potential impact of their personal social media activities on the reputation of the nursery and their professional role.
- **Use of Nursery-Owned Devices:**
 - Staff are prohibited from using personal mobile phones for nursery-related activities (such as taking photographs or videos of children). **Nursery devices** will be provided for this purpose when required.

Parent and Visitor Expectations

We ask that parents and visitors adhere to the following guidelines to maintain a safe environment and protect the privacy of all children and families within the nursery:

- **Mobile Phone Use:**
 - Parents and visitors are kindly asked not to use personal mobile phones in the nursery setting, particularly in areas where children are present. This helps maintain a focus on the children and minimizes distractions.
- **Photography and Video Recording:**
 - Parents and visitors are **strictly prohibited from taking photographs or recording videos** while on the nursery premises unless given explicit permission from nursery management for specific events or activities (such as performances or special days).
 - Parents should never take photographs or videos of children other than their own, and must not share or post these images on social media without written consent from other children's parents.

- **Social Media Interaction:**
 - Parents may only interact with staff via social media if the staff member has been **officially authorised** or if a **pre-existing relationship** existed prior to employment, and this has been disclosed and approved by management.
 - Parents should not post or share any **images or information about other children** from the nursery on any social media platform, as this could compromise the privacy and well-being of other children.
- **Nursery Communication:**
 - Official communication with parents will be conducted through designated channels, including the nursery's **official app**, telephone, and email. Personal communication through social media between parents and staff is not permitted unless explicitly authorized by management.

Nursery Social Media Use

The Little Magpies Nursery may utilize social media platforms to share updates, celebrate children's achievements, and engage with the wider community. The following guidelines are in place to ensure that social media is used safely and responsibly:

- **Official Social Media Accounts:**
 - The nursery may operate **official, password-protected** social media pages for the purpose of communicating with parents and sharing general updates, activities, and events.
 - Only **authorised staff members** from the leadership team are permitted to post content on these platforms.
- **Consent for Photos:**
 - **No child will be identifiable in photographs or videos** shared on social media unless **written parental consent** has been obtained in advance.
 - All photographs and videos shared on social media will focus on the **group environment** rather than individual children, where possible.
- **Monitoring and Content Review:**
 - All social media content will be regularly **monitored** for appropriateness and will adhere to our **safeguarding** and **data protection policies**.
 - Any inappropriate or unauthorised content will be immediately **removed**, and the necessary steps will be taken to investigate any breach of policy.

Safeguarding and Data Protection

This policy supports our commitment to **safeguarding** and **data protection** laws. In line with the **Data Protection Act 2018** and **GDPR** regulations, staff, parents, and visitors must take the utmost care in safeguarding children's personal information and photographs.

- **Data Protection:**
 - Staff, parents, and visitors must ensure that they do not share any **personal data** (e.g., contact details, medical information, or personal identifiers) of children, staff, or families without proper authorization.
 - Breaches of data protection laws, including misuse of images or information on social media, will be taken seriously and may result in disciplinary action.
- **Reporting Misuse:**
 - Any misuse of mobile phones or social media that breaches this policy should be **reported immediately** to nursery management or the **Designated Safeguarding Lead (DSL)**. This may include concerns over inappropriate content, breaches of privacy, or any other safeguarding-related issues.

Monitoring and Review

This policy will be reviewed **annually** or sooner if required due to updates in legislation, EYFS requirements, or internal procedures. All staff, parents, and visitors are required to read and understand this policy as part of their safeguarding responsibilities.

- **Annual Review:**
 - The policy will be reviewed annually by the nursery leadership team, ensuring it remains relevant and up-to-date with current best practices and legal requirements.
- **Staff Training:**
 - All staff will receive appropriate **training** on this policy as part of their induction and safeguarding training to ensure they understand and comply with the expectations set forth.

The Little Magpies Nursery is committed to ensuring that the use of mobile phones and social media is always conducted responsibly and in the best interests of the children, families, and staff. By adhering to this policy, we can ensure that our digital practices are safe, respectful, and consistent with our safeguarding values.