

St. James' Church Pre-School

Mobile Phone and Social Networking Policy



We believe our staff should be completely attentive during their hours of working to ensure all children in the Pre-School receive good quality care and education. This is why mobile phones are not to be used during working hours, and they are to be left in the kitchen which is separate from the rooms used by the children.

We also feel that restrictions need to be placed on staff when they access social networking Sites. St. James' Church Pre-School has a high reputation. Comments made on sites such as "Facebook" could have an impact on how parents using the Pre-School view the staff.

- Mobile phones must not be used unless on a designated break and away from the Pre-School rooms.
- Mobile phones should be stored safely in the kitchen area throughout the working day.
- Staff must not post anything onto social networking sites such as "Facebook" that could be construed to have any impact on the Pre-School's reputation, apart from our own Facebook site which is aimed to promote Pre-School.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Pre-School.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, and must not contain any reference to St. James' Church Pre-School.
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

The Pre-School Committee are aware of these restrictions and abide by them.

Note:

For emergency purposes only a mobile phone for use during pre-school hours is available. This will be used by a Supervisor when the children and staff are in the garden or when the children are taken off site i.e. for a walk or outing. The Mobile Phone number is 07305 399689 and is available between 8.45 – 4pm Monday, Tuesday, Thursday and Friday.

This Policy Document was adopted on 24 February 2011 by The Committee.

This Policy Document was last reviewed and revised on 29th April 2019

Signed: Jackie Turton on behalf of St. James' Church Committee.