

Mobile Phone, Smartwatches and Social Networking

EYFS: 3.4

At Wirral Montessori Academy, we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the academy receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours. We use mobile phones supplied by the academy to provide a means of contact in certain circumstances, such as outings.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the academy, academy staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones/smartwatches are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches should be stored safely in staff lockers or in a locked draw at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the academy wherever possible. Photographs must not be taken of the children on any phones or any other information storage device, either personal or academy owned
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the academy's reputation or relate to the academy or any children attending the academy in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the academy
- 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, smartwatches and social networking

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 and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the academy or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents' policy, complaints procedures and grievance policy).

This policy was adopted on	Signed on behalf of the academy	Date for review
<i>May 2017</i>		<i>April 2018</i>