

# MOBILE PHONE AND SOCIAL MEDIA POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Whizz Kids Pre-school operates a mobile phone policy within its setting to ensure that all mobile phones are used appropriately whilst staff are at work.

All staff must ensure that personal mobile phones are not carried on their person during working hours.

The exception to this is Mrs Sara Ward and Mrs Terina Wilkinson (Managers) who have the main business mobile phone which will be used during the session for telephone calls and texts but must not be taken into the toilet area. This phone may also be used to take photos of the children during outdoor activities or trips. In-line with our Camera and Photograph Policy, these photos are deleted once printed.

All staff are to leave their personal mobile phones in the kitchen during working hours where they can access them during lunch and breaks.

All staff can give the business mobile phone number as an emergency contact.

All staff choosing to wear a 'smart watch' must ensure this does not have a camera and is disconnected from mobile phone during the session.

All parents/carers and visitors are to refrain from using mobile phones whilst on the premises during session times.

Whizz Kids management use Facebook as a means of advertising and information, on which staff members and parents are able to comment.

Staff/volunteers should promote Whizz Kids Pre-school in a positive manner whilst adhering to the Confidentiality Policy. Information shared between keyworkers and parents in a discussion or training group is confidential to the group and not to be discussed on any forms of social media.

Any grievances a parent may have must be discussed with the pre-school management privately not via social media.

All other mention of Whizz Kids, or members of staff on any forms of social media must first be discussed with the pre-school managers.

Any negative comments, views or confidential information discussed by staff on social media may result in disciplinary action.

This policy and its procedures was adopted at a meeting between Mrs Sara Ward and Mrs Terina Wilkinson, Manages, on 25<sup>th</sup> January 2022 and will be reviewed annually or sooner if necessary.

Signed by Mrs Sara Ward  
Manager

.....

Signed by Mrs Terina Wilkinson  
Manager

.....