



01	At First Steps Childcare 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 setting 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 and request all fitbits/smartwatches are disconnected and unlinked from your mobile phones during working hours. We have a mobile phone supplied by the nursery 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 nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.
02	Staff must adhere to the following: • We ask for any kind of Fitbit/smartwatch to be disconnect and unlinked from your mobile phone during working hours. • Mobile phone/smartwatches are either turned off or on silent and not accessed during your working hours. • Mobiles phones/smartwatches should be used on a designated break and then must be away from the children. • Mobile phones/smartwatches should be stored safely within the office at all times during the hours of your working day. • During outings, staff will only use the mobile phone belonging to the nursery wherever possible. • Staff must not post anything on a social networking sites such as, Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way. • Staff must not post anything on to social networking sites that could offended any other member of staff or parent suing the nursery. • If staff choose to allow parents to view their page on social networking sites 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.
03	Parents and visitors use of mobile phones, smartphones 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 nursery 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 wrong hands. Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.
04	Photography Upon having a child accepted for the nursery, the parent with whom the nursery contract is signed is asked to agree to the child being photographed on occasions by a key person or individual validated by the nursery. This enables the nursery to proceed with the taking of photographs for publicity shot and at special occasions such as, Christmas. Every parent has the right to refuse this request, in which case the child will not be photographed by any member of staff, parent or by any outsider without express permission for that occasion of the parent with whom the nursery has a contract. While pictures of the children may be used as part of the publicity on the nursery website, no pictures of children will be displayed on the nursery's website without the parents' written consent. Where pictures are made available to the press or television, they will not be released with the names of the child unless the contracting parent gives express permission for this to be done. Where pictures are taken of the whole nursery (for example on the day of the Visit of Father Christmas) the parents of the children who have opted out of having the child photographed will be contacted to allow them to rescind their decision or exclude their child from the activity or event. Staff will be required to have their photographs on the nursery's website, if any member of staff refuses this request, the request will be considered by the nursery Manager and hopefully a solution will be found.

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