

MOBILE PHONE AND SOCIAL MEDIA POLICY

Statement of Intent

We believe our staff should be completely attentive during their hours of working, to ensure all children at the club receive good quality care and education. This is why mobile phones are not to be used during working hours. We also feel that restrictions need to be in place on staff when they access social networking sites both at the club and in their own time.

Aim

Kidsize Club Ltd has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the club view the staff. Confidentiality is paramount and staff should never talk to friends and parents about children, staff or business.

Methods

Mobile Phones:

- Mobile phones are not to be used during your working hours.
- Mobile phones must not be used unless on a designated break and then this must be away from the children.
- Mobile phones should be stored safely in the locked cupboard during the hours of your working day or not brought into the club at all.
- A mobile should only be used in agreement with the club manager for emergency purposes.

Social Network sites:

- Staff must not post anything onto their personal or the business social networking sites such as 'Facebook' that could be construed to have any impact on the clubs reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the club.
- Our policy is that staff do not make or accept invitations to become online friends with parents or other family carers on any social network site. This also applies to any helpers. Any existing parents accessing your page should be uninvited.
- 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.

Updated: 14/07/2020 **By:** Jenna Millar

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