

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 phone storage box during the hours of your working day or not brought into the club at all.
- Staff will sign their phone into the storage box at the beginning of the shift and sign it out at the end of the shift. If a mobile phone is used in an emergency it must be signed out and back in again
- A mobile should only be used in agreement with the club manager for emergency purposes.
- A staff member must keep the club phone on them at all times. Staff should give the club phone number to their emergency contacts to phone if needed.

Social Network sites:

- Staff must not post anything onto their personal or the business social networking sites such as 'Facebook', 'Instagram' or 'Snapchat' that could be construed to have any impact on the club's reputation.
- Staff must not post anything on to social networking sites that would offend any other member of staff or parent using the club.
- Staff must never take photos, audio or video recordings in the setting on their personal phone.
- Staff must not post any photos, videos or audio recording on their personal social media. They may use the 'share' feature to share any posts made by official Kidsize social media pages, however they may not save any media from these pages to repost on their own page.
- Staff must never add a child from the setting on social media. We recommend that staff set personal social media pages to private. If a social media page is public and a child attending Kidsize

follows it, the staff member should block that child.

- We recommend that staff do not add parents from the setting on social media, however we understand that friendships between staff and parents do occur outside the setting. If a staff member is 'friends' with a parent on social media, they must conduct professionalism and not post anything that could be deemed inappropriate or offensive.
- Staff should never show any children social media profiles of themselves or others.
- 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.

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