

This policy was adopted on	Signed on behalf of BASK	Date for next review
<i>25 August 2021</i>	<i>Andy McEwing</i>	<i>August 2025</i>

BASK Mobile Phone and Social Networking Policy

At **BASK** 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 receive good quality care. To ensure the safety and wellbeing of children, we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by BASK to provide a means of contact between staff and staff and parents..

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

Staff must adhere to the following:

- Personal mobile phones should be stored safely in the filing cabinet at all times during the hours of your working day
- Mobile phones should be either turned off or on silent.
- Mobile phones can only be used on a designated break and then this must be away from the children
- During outings, staff will use mobile phones belonging to BASK wherever this is necessary.
- Staff must not post anything on to social networking sites such as Facebook, Twitter, Instagram and the like, that could be construed to have any impact on the BASK's reputation or relate to the BASK or any children attending BASK in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using BASK
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times
- Staff should not 'follow' or interact on social media platforms, nor text or email children attending BASK. It should be remembered that most, if not all, social media sites are not designed to be used by primary-aged children.
- If any of the above points are not followed then the member of staff involved may face disciplinary action, which could result in dismissal.

Parents' and visitors' use of mobile phones and social networking

Parents and visitors are kindly asked to refrain from using their mobile telephones whilst in BASK or when collecting or dropping off their children. However, 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,

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publically or privately information about any child on social media sites such as Facebook, Twitter and the like. 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.

BASK has its own Facebook Page and Twitter Account which are managed by BASK staff. Children's photographs will not be used on these unless specific permission is given via the attached BASK Facebook and Twitter Permission Form. All parents/carers must complete this form.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

BASK FACEBOOK AND TWITTER PERMISSION

Please circle choice, complete form and return to BASK

I **do / do not** give permission for photographs of my child(ren) to be used on the BASK Facebook Page and Twitter Account.

These photographs may be taken from different angles and distances and may include close up shots of their faces.

Child(ren)'s Name(s) _____

Parent's Signature _____

Date _____