

# Sunbeams Play

## Mobile phone usage and Social Network Sites Policy

### 6.2A Personal Relationships and Communications.

#### Mobile Phones:

Staff will not be permitted to use their mobile phones whilst at Sunbeams Play. Mobile phones are kept in their personal lockers in the staff room, turned off or on silent. Staff can use their mobile phones during lunch and break times in the staff room, but must then return them to their lockers, turned off or on silent. In exceptional circumstances staff may keep their mobile phones on in the office, and take a call or text when it goes off, or alternatively use the office landline. This should be agreed before-hand with the session leader for that day.

#### Social networking sites (Face book)

It is not advised that staff allow parents and children to be “friends” on face book. However, as Sunbeams Play senior staff cannot 100% police this activity, the responsibility relies solely on the staff member. If a staff member agrees to have a parent or child as a “friend” on face book or any other social networking site they must not -

- Write status’s about, directly or indirectly about Sunbeams Play, anything that has happened or is happening at Sunbeam Plays, other staff, children, parents etc.
- Write comments about any child that attends Sunbeams Play, even to their parent.
- Breach confidentiality in any way to anyone on face book.

If a member of staff is seen to or accused of breaking confidentiality in any way about anything relating to Sunbeams Play by allowing themselves to be “friends” with the parent/child they will have already disadvantaged themselves. The issue will be taken very seriously and the disciplinary procedure will immediately follow.

Staff must understand that if they choose to allow parents/carers /children to be “friends” on face book or any other social networking site they must be prepared to accept and face the consequences that come with that decision, and will have to explain their actions.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

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Signed on behalf of the management  
committee

Name of signatory

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Role of signatory (e.g. chair/owner)

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