

Policy on Confidentiality and Mobile telephones.

Policy rewritten: July 2016

Reviewed: July 2017

Reviewed: June 2018

Review date: June 2019

Confidentiality: All staff at TOSH will respect the privacy and confidentiality of all the children and families who attend this setting. They will not discuss any aspect of nursery life outside of the setting confines.

The only exception to this rule is if they are unsatisfied with a situation at the setting which they do not feel has been adequately dealt with by senior staff in respect of child protection issues or child welfare or bullying at work.

In these circumstances staff will follow The Old School House Nursery Safeguarding Policy and Procedure and they will take advice from Kent Social Services or Ofsted. If concerns are relating to internal management or deployment they will put concerns in writing, addressed to the Principal, to ensure that the setting and its team are facilitated with the opportunity to deal with the situation of concern.

However, if concerns are relating to Management and you do not feel comfortable addressing the issue with them, you should Whistle-blow and contact either K.C.C. or Ofsted.

When staff are outside of the setting and meet parents, they will at all times, politely but firmly confirm that they will not discuss nursery matters outside of the setting as it would be inappropriate for you to do so. **Their professionalism will act as a measure of**

the standards we aim to provide at this setting.

If it becomes public knowledge and the Principal / management becomes aware that any staff have been discussing nursery matters inappropriately, they will be called to a meeting to explain how this happened and may be subject to serious disciplinary action, either a written warning, or in the most extreme circumstances you may be asked to leave your position here

PLEASE ALSO SEE BABY SITTING POLICY

Mobile telephones

Must be stored in your hand bag in the Staff Room . They may not be taken into the classroom and images of children **MAY NEVER BE TAKEN USING A MOBILE TELEPHONE OR ANY OTHER TOOL OTHER THAN THOSE OWNED BY AND STORED AT THE SETTING.**

ANY EMPLOYEE FOUND TO HAVE TAKEN PHOTOGRAPHS OF THE NURSERY OR THE CHILDREN USING THEIR PHONES WILL BE IMMEDIATELY SUSPENDED PENDING INVESTIGATION AND WILL RISK BEING DISMISSED FROM EMPLOYMENT AT THIS SETTING IMMEDIATELY SUBJECT TO THE ENQUIRY.
(during suspension and investigation your pay will be suspended).

There is a land line at nursery and all staff should provide the "land line" telephone number to friends and family to enable them to use this to contact you in an emergency. This is 01233 850239.

Visitors to the setting should be informed that mobile devices may not be used at the setting.