



Use of Electronic devices and photography (including mobile phones, smart watches, cameras and Tablets)

At Puddle Ducks, we take the safeguarding, welfare and protection of the children in our care seriously. We intend to provide a safe and secure learning environment for children, families and staff. This includes ensuring the use of electronic devices are used in a safe way to protect children in our care.

Staff and Setting Visitor use of Electronic Devices

To ensure the safety and wellbeing of our children, we do not allow staff or visitors to use personal electronic devices, such as mobile phones, tablets or cameras, during working hours.

This does not include the use of smartwatches provided that they have Bluetooth turned off and are unable to connect to mobile phones. Any personal electronic devices must be stored away and on silent or turned off.

Staff and visitors are permitted to use their electronic devices during their breaks away from the children.

Staff members and visitors are not allowed to contact parents, carers or families on personal electronic devices.

If contact needs to be made they will use the nursery's electronic learning journal app, the nursery landline or the nursery mobile if on an outing or trip.

Puddle Ducks Nursery Electronic Devices

Electronic devices owned by Puddle ducks are only to be used for work-related purposes. No social media or messaging apps will be downloaded. Any apps downloaded are age-appropriate and safe for the children who can access them.



Passwords, pins or passcodes are not written down or shared with anyone outside of the employment of Puddle Ducks Nursery.

Visitors are not allowed to access any electronic devices owned by Puddle Ducks Nursery unless they are in the presence of the manager. Only nursery-owned electronic devices are used to take videos and photographs of the children. We'll only photograph and film children who we have permission to do so from their carer/parent. This permission can be withdrawn by the parent/carer at any time. They will only be shared as agreed by the parent or carer through their child's registration form.

During outings or trips, staff will be required to take a nursery mobile phone. They are not permitted to take personal electronic devices.

Puddle Ducks devices are not to leave the setting except for trips and outings. When not in use, they will be switched off and secured within the setting.