

ABC NURSERY POLICIES AND PROCEDURES**POLICY 39: Camera and Recording Device**

- 39.1 We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent. This is gained when each child is registered and information pertaining to this is given out in the Admission Pack and is updated on an annual basis to ensure that this permission still stands.
- 39.2 We ask for individual permissions for photographs and video recordings for use for promotion materials including our nursery website and brochure and to use in the local press. For these purposes we use an Image Consent Form whereby after five years we state that we no longer use the photograph.
- 39.3 We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey. If a parent is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.
- 39.4 Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. It is forbidden for staff to take photographs of children using their mobile phone. It is a disciplinary offence if this procedure is found to be breached.
- 39.5 The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.
- 39.6 Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the manager.
- 39.7 During special events, such as Christmas or leaving parties, staff may produce group photographs that may be distributed to parents on request or they may be displayed on the web site under the password protected Parents Portal for parents to view. In this case individual permission will be asked for each child involved in these group photographs before distribution or display. This will ensure all photographs taken are in line with parental choice.
- 39.8 Photographs and videos of children may also be taken on nursery owned tablet or hand held devices as opposed to cameras.
- 39.9 Cameras and any other recording devices must not be removed from the nursery.