

Camera, Mobile Phone, and Recording Device Use

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

At St Ives Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children are only done with prior written permission from each child's parent and only share photographs with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure, newsletters and the local press and in relation to social media. We ensure that parents understand that where their child is also on another child's 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, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case the nursery will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photographs of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

**This policy was adopted at a meeting
of:**

St Ives Nursery

held on:

4th May 2017

Signed on behalf of the
Proprietor:

Signature:

Role:

This policy was
reviewed on:

Date:

Signature:

This policy was
reviewed on:

Date:

Role: