

camera and recording device use (including acceptable use)

We ensure that any photographs or recordings taken of your children in our nursery are only done with prior permission from each child's parent. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.

We may use photographs and video recordings in each child's learning journey, for display purposes, for promotion materials including our nursery website, Facebook page, brochure and to use in the local press. Parents should understand that their child may also be on another photograph, but not as the primary person, and may be used in another child's learning journey and the necessary emailing of these images may not be secure.

Children may take photographs themselves using devices. Staff will be responsible for teaching safe and responsible use and outlining what is acceptable and unacceptable use. Staff will model safe practice and embed this into the children's learning.

The majority of digital images on nursery cameras, tablets, computers, memory sticks etc. will be deleted immediately after use but some will be retained for the above uses.

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.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. These clearly labelled nursery devices are not taken off nursery premises.

Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the managers. If unsure, it is the parents' responsibility to check with staff prior to recording any images. Staff are instructed to challenge any unauthorised use of any recording devices, following our safeguarding policy.

Any consented photographs/recordings of any children in the nursery should be for personal use only and must not be published on social networking sites if the image contains any children other than their own (even if other children are in the background of the image or not the primary focus).

During special events, e.g. Christmas or leaving parties, staff may produce photographs of individual children to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.