



Cameras, Mobile Phone & Recording Devices

EYFS: 2.1 & 3.4

At Caldecote Day 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 in our nursery are only done with prior written permission from each child's parent. We obtain this when each child is registered.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journal; for display purposes; for promotion materials including our nursery website, prospectus and the local press; and for security in relation to CCTV. 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 journal.

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 photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met.

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

During special events, e.g. Christmas or Graduation, staff may produce group photographs / video to distribute to parents. Parents are also welcome to take their own photograph / video and we kindly request that photos or video of such events are not posted on any social media websites / areas without permission from parents of all the children included in the image.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2015</i>	 Pamela Sheppard – Manager	<i>September 2016</i>