



THE NURSERY THAT HELPS LITTLE FEET TAKE BIG STEPS

### Camera and recording device use

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 is updated on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for promotion materials including our nursery website, Facebook page and to use in the local press. 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 or follow guidance and regulation to discard the identity of the child using filters, blurring or rear view.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. A nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

Parents are not permitted to use any recording device or camera 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 individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

At our Christmas production and graduation, we allow parents to take video's of the performance, unless anyone is not happy with this. Communications are held with the parents.

Internal use only

This policy was first adopted on	6th Feb 2012
Signed on behalf of the nursery	GH (Gemma Hewett)
Date disseminated to staff	26th March 2012
Dated Reviewed & small alterations made	August 2022
Next review dated	August 2023