



Camera and Recording Device Policy

We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written consent from each child's parent, or a person with parental responsibility. 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, as part of the Dayshare electronic system, for display purposes, for promotion materials, including our nursery website and brochure and on very rare occasions, 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 or on our Dayshare electronic system.

The nursery operates a parent's page via face book which enables parents to see the children engaging in planned activities and events. At Loversall Farm Day Nursery we take our responsibilities around safeguarding children very seriously, due to this our face book page is a 'closed account' and managed by a team of administrators. Parents will need to make a 'friends request' to have access to the page, however the administration team will only accept current parents and will remove from the page, with immediate effect, any families or staff members that leave the nursery establishment. To enable us to manage the page effectively, we only accept parents onto the face book page. Photographic consent for children's photographs to be included on our face book page will be sought from parents as part of the settings registration process. The management team will scan any photographs before they can be shared on our face book page, this will enable us to monitor content and consent.

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.

Parents can include photographs and or videos of their child's time at home on the Dayshare electronic system.

Staff are not permitted to take photographs or recordings of a child on their own devices and must only use those provided by the nursery. The 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 at any time.

On occasion, students working at the setting will require photographs of activities etc that they have organised. On this occasion we will allow students to take photographs of their activity without any other children being present. To enable a student to photograph a child as part of their educational evidence, separate parental consent will be sought from the child's parent.

To safeguard children whilst on outings, staff will take with them one of the nursery mobile phones, this will enable the staff to contact the nursery or for the nursery to contact them in an emergency. The mobile phones used for these purposes do not include a camera or any other recording function.

Staff must not take their mobile phones into any area of the nursery other than the staff room, where mobile phones can be used in break times. SMART watches are not permitted to be worn by any member of staff when children are present. If a person arrives at nursery wearing a SMART watch, they will be politely asked to remove it and to secure them in their lockers located in the staff room. Where staff persist to wear their SMART watches when they have been asked to remove them, therefore failing to uphold this policy, disciplinary procedures will be followed.

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| This policy was adopted on | 12 February 2018 |
| Signed on behalf of the nursery | |
| Signed by nursery owner | |
| Date of next review | September 2026 |