



CAMERA, MOBILE PHONE AND RECORDING DEVICE USE

EYFS: 3.4

At Salisbury Day Care we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) 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 admitted and we update it annually 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 and the local press. 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 photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the Daycare. The Daycare manager will monitor all photographs and recordings to ensure that the parent's wishes are met. The Daycare Manager will monitor handsets to ensure that photographs are regularly uploaded to the secure 2Simple website, and images are regularly deleted from handsets to minimise the risk of loss of images if handsets are lost or stolen.

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 leaving parties, staff may produce group photographs to distribute to parents on request. In this case we 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 photos 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.

This policy was adopted on	Date reviewed	Date for review
<i>1st September 2015</i>	December 2016	<i>3rd January 2018</i>