



EYFS: 2.1 & 3.4

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smart watches.

At **The Village Nursery Group** 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 and we only share photos with parents in a secure manner. We obtain this when each child is inducted into the setting and we update it on a regular basis, usually at room transition times, 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, Facebook, 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. Parents are made aware of the Privacy Notice for the setting.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smart watches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

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

## Use of Cameras, Mobile Phones and Other Recording Devices



During special group events,(e.g. nativity or school leaving parties), parents are not permitted to take photographs or video. These will be taken by nursery staff and will be shared with parents via tapestry, in line with permissions.

<b>Date this policy was reviewed</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
Dec 18		Jan 2020