

Camera, Mobiles Phones and Recording Device use Policy

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.

Throughout the Nursery, staff members, students and children are encouraged to take photographs and record videos for a variety of purposes such as:

- To record events and activities.
- To celebrate children's achievements.
- To share activities/information with parents.
- To record children's development and learning (observations).
- CCTV operating systems (non-recording).

In addition, photographs and videos may from time to time also be used for:

- Promotional materials (prospectus).
- The Fireflies Nursery website.
- Newspaper and media articles.

We ask for individual permission 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 and brochure 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.

The Nursery has a CCTV operating system, only viewed by management to monitor the quality of care provided.

We recognise that it is important to have clear policies and procedures in place in order to safeguard children, for confidentiality reasons, and to ensure that photographs and videos are used only for the purposes intended and with the full and informed consent of parents.

The following procedures will therefore be used for the taking and the use and storage of photographs and videos of children:

- Written parental consent will be obtained for the general purposes outlined in paragraph 1 of this document. Parents have the right to refuse permission for all or some of the purposes outlined.
- Specific parental consent will be obtained for the purposes outlined in paragraph 2 of this document on each occasion that it is required. Parents have the right to refuse permission.
- Staff members, students, volunteers or visitors are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and only use those provided by the Nursery. Their personal belongings, including mobile telephones and recording devices, will be stored in the lockers provided and only used in the staff room.
- Photographs and video recordings will only be taken, processed and printed on equipment supplied by the Nursery.
- Photographs and videos of children will not be taken away from the Nursery premises, unless authorised by the respective parents.
- Photographs that are used for online learning journeys will be stored only on child's learning journey. Photographs that are being processed will only be stored on the Manager's office computer (password protected), only accessible by senior staff and will be deleted from the camera memory and video memory as soon as is reasonably practical.
- 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 individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

Digital Camera & Video device usage Consent Form

Iparent/carer of.....(child's name) give permission for the staff at Fireflies Nursery to photograph and record videos of the above named child/children for a variety of purposes such as:

- To record events and activities
- To celebrate children's achievements
- To share activities/information with parents
- To use for training purposes
- To record children's development and learning (observations)

Signed.....Date.....

<i>Internal Use Only</i>			
Policy adopted on:	Date disseminated to staff:	Date for Review:	
Approved on behalf of the Nursery	Name:	Position:	Sign: