

Camera and Recording Device Policy and Procedure

*This policy is in line with the guidance and procedures of the Kent Safeguarding Children Board (KSCB) Statutory framework for the EYFS Section 3 – The safeguarding and welfare requirements; **child protection 3.4***

We ensure that any photographs or recordings taken of the children in our nursery are only done with prior written permission from each child's parent/guardian. This is gained when each child is registered and is updated once the child moves into the next room 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 and brochure and to use in the local press. We ensure that parents/guardians understand that their child may also be on another photograph, but not as the primary person and that staff will delete out faces, which may be used in another child's learning journey. All staff are responsible for the location of the camera. The camera must be stored in locked cupboards at the end of each day.

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 through observation.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The nursery room leaders will monitor all photographs and recordings to ensure that the parent's wishes are adhered to. Images taken by the nursery cameras are to be downloaded as soon as possible, ideally once a week, once deemed suitable by the room leader's. All images are downloaded on site

Neither students, visitors nor volunteers are permitted to take photographs or recordings of the children without the manager, deputy manager or owner's permission.

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.

It is essential that photographs which are taken are stored appropriately to safeguard the children in our care.

This policy was revised at a meeting during the month of April 2015. Rachel Whitley (Nursery Director), Emma Taylor (Nursery Manager) and Kerry Allen (Nursery Deputy Manager) were present. (Policy and Procedure will be revised again during the month of April 2016)