

## **Camera and Recording Devices**

We ensure that any images / photographs and videos are relevant to the nursery and are used to remember and celebrate the achievements of the children during their time at Eversley. All photographs are kept secure on the Nursery Computer (Password Protected) or Nursery Tablets (Password Protected), then they are shared to a child's online journal and then deleted.

### **Procedure**

- Any tablets, camera's or recording devices must be provided by the nursery and must be used within a professional manner at all times.
- We ensure that any photographs or recordings taken and displayed in nursery are only used with written permission from each child's parent / carer. This consent is on each child's application form.
- We ensure that parents / carers 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 / carer is not happy about one or more of these uses in the learning journey or in the nursery their wishes will be respected and we will find alternative ways of recording their child's play or learning.
- Parents / carers can withdraw their consent at any time and it is the responsibility of the Nursery Manager / Deputy to ensure all staff are aware of any children without consent or if consent is withdrawn.
- Staff are not permitted to take any photographs or recordings of a child on their own devices and only use those provided by the nursery.
- Parents / carers are not to use any recording device or camera on the nursery premises.
- Professionals, health care workers, social workers, visitors to the nursery must not have their mobile phone visible when visiting.
- The use of any digital imaging equipment for any activities within the nursery or on outings will be assessed by the Nursery Manager / Deputy as part of the nursery's risk assessment.
- During special events e.g Christmas or leaving parties, staff may produce group photographs to distribute to parents / carers on request. This will also be in line with parental choice.
- The camera / video recording equipment will be stored securely at the end of each session.

Disciplinary action could result if this policy is disregarded by staff in any way or if Eversley Nursery School is brought into disrepute.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**