



Camera, Mobile Phone and Recording Device Use

Little Swans Day Nursery
Reviewed MAY 2020

Reviewed by Samantha Tranter, Nursery Manager

EYFS: 2.1 & 3.4

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

At **Little Swans Day Nursery** 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 and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis 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; and for security in relation to CCTV. 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. However due to Safeguarding the children the consent for CCTV recordings must always be obtained.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the nursery. The nursery management team will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded. Staff are not permitted to use USB storage devices to transfer information about children such as assessment summaries between home and nursery. USB devices containing sensitive / confidential information about children must only be used on the nursery premises and information must be deleted immediately after it has been transferred to the end destination, e.g. child's learning journal.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent from the management team.

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.

Online Learning Journals only

At **Little Swans Day Nursery** we use tablets and laptops in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

Pictures taken on devices supplied by the nursery only cannot be stored for longer than a week (5 days Monday – Friday). Supervisors are responsible and accountable for ensuring photographs/video recordings are deleted from their room devices weekly.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>May 2020</i>	<i>S. Tranter</i>	<i>May 2021</i>