



*1e. Camera, Mobile Phone and Recording Device Use Policy*

*EYFS Link : 2.1 & 3.4*

*At FDNM 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. 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.*

*Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met.*

*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. This will ensure all photographs taken are in line with nursery guidelines. 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.*



Staff are required to hand their phones in to the office before the start of their shifts and collect them at the end of their shifts or on breaks. Parents are asked to ensure they do not use their mobile phones on FDNM premises.

*This policy was adopted on 27/05/16*

*Implemented by: Afshan Din (Nursery Manager)*

*Reviewed & Agreed by: Shiraz Kothia (Director)*

*Date for review: 27/05/17*

*Signed on behalf of the nursery:*