**Camera, Mobile Phone and Recording Device Use Policy**

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| England: EYFS |
| 3.4 |

1.1 We ensure that any photographs or recordings (including CCTV) 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 and is updated on a yearly basis to ensure that this permission still stands and kept on record, unless circumstances change before that.

1.2 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, Facebook page 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.

1.3 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.

1.4 Staff 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. The nursery manager will monitor all photographs and recordings to ensure that the parent’s wishes are adhered to. Staff mobiles or other devices are to be kept in a cupboard out of sight during working hours.

1.5 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.

1.6 During special events, e.g. Christmas or leaving parties, parents are allowed to take photos but are asked to not use the photograph on social media. Individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| **Sept 2022** | **Dani Bowen**  | **Sept 2023** |