



**FEVERSHAM**  
FIRST STEPS UNDERCLIFFE

**USE OF  
CAMERA &  
RECORDING  
DEVICES POLICY**

**UPDATED SEPTEMBER 2018**

## USE OF CAMERA & RECORDING DEVICES POLICY

We ensure that any photographs or recordings 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 regular basis to ensure that this permission still stands

We ask for individual permissions for photographs and video recordings for each different use including: on tapestry (observation app), use in the child's scrap book, for display purposes, for promotion materials including our nursery website and brochure and to use in the local press. We ensure that parent/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 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

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 manager will monitor all photographs and recordings to ensure that the parent/carers wishes are adhered to

Parent/carers 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 parent/carers 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

**This policy was reviewed by management on: 24.09.18**