



## Cameras and recording devices

Cameras and recording devices are very important resources within the nursery and are used a lot for observation and display purposes. The nursery provides its own cameras and video recorders which must not be taken off the premises unless being used on a nursery outing.

Each practitioner observes and records their key children on the learning journey tablets where photos, videos and text observations can be wrote up and parents are able to see these by logging into their own private parent portal. Parents are given their own private passwords and asked not to share photos or videos where other children are present. Management each day see the observations being sent through before the parents can see, once the observation is checked over management then put it through to the child's learning journey where parents can see. The tablets do have a security password to log in and only staff are to log in on these devices, the password is not to be shared outside of work.

The tablets are not able to log into any other website or page apart from learning book so it cannot be used for internet exploring or sharing information/photos.

We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent. This is gained when each child is registered.

Parents are asked for written permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for promotion materials including our nursery website and both public facebook site as well as each rooms individual facebook private page and brochure 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.

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.

Puddleducks has a digital camera in each room and a video recorder for use throughout the nursery. Photographs and videos taken are printed off or saved to disc at the nursery and then deleted from the camera/recorder. Some photos/videos may be stored on the computer for future use as evidence for official bodies such as Ofsted. All photographs and videos are stored safely and in line with data protection requirements.

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 owner will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the owner/manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents 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.

Visitors to the nursery are asked to leave any mobile phones/apple watches/ recording devices in the office for the duration of their visit, and this is recorded in the section at the back of the visitor book. This measure is in place to ensure that no visitor to the setting has the opportunity to record/photograph any of our children. Staff members are to keep their phones in their car or in the staff mobile box and signed in and out. NEVER is the mobile phone to go into any of the children's rooms.

Internal use only

| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> | <b>Date disseminated to staff</b> | <b>Date last reviewed</b> | <b>Date for review</b> |
|-----------------------------------|--|-----------------------------------|---------------------------|------------------------|
| June 2012                         | Sarah Kelly                            | June 2012                         | May 2018                  | May 2019               |