

Elephant and Castle Child Care Centre
Cameras and Recording Devices in the Nursery Policy

- We ensure that any photographs or recordings taken of your children in our setting is done so with prior written permission. Permission is sought from each child's parent or carer.
- This permission is gained when each child is registered with us and updated on a regular basis.
- We ask for individual permissions for photographs and video recordings for each different use including; use in the child's learning story, for display purposes, for promotion materials including our nursery website and brochure and to use in the local press. We ensure that parents/carers understand that their child may also be on another photograph, not as the primary person, and may be used in another child's learning story.
- If a parent or carer is not happy about one or more of these uses, then the nursery will respect their wishes. Alternative ways of recording their child's play or learning will be taken.
- The team are not permitted to take photographs or recordings of a child on their own devices and will only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents/carers wishes are adhered to.
- Parents/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 will ensure that children without prior written permission will not be included in any group photos. The child will not be excluded from such events.
- At times staff may ask parents/carers if an allowance can be made for a one off occasion. In all cases, parents/carers wishes will be respected.

This policy was adopted in March 2010 and will be reviewed annually and amended as necessary: Reviewed March 2011. Reviewed and amended February 2013. Signed on behalf of the setting: