



Happy Bunnies Nursery

Camera and Recording Device Use Policy

September 2017

Sign.....

Print.....

Position.....

Date.....

Internal use only

Date of review	Author	Date to be reviewed
September 2019	Gemma Linton	September 2020

Camera and Recording Device Use

At Happy Bunnies we recognise that photographs and video recordings play a part in the life of the nursery. 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, use in the child's learning journey, for display purposes, for promotion materials including our nursery website 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.

Parents are informed during their enrolment visit that the Nursery Facebook is an Open Facebook page and can be viewed by members of the public. Happy Bunnies will respect Parents wishes if they do not want photographs of their child to be included in Social Media.

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 and nominated child protection officers will monitor all photographs and recordings to ensure that the parent's wishes are adhered to and children are safeguarded.

Parents and visitors are not permitted to use any recording device or camera on the nursery premises or at any off-site event that may take place without the prior consent of the management.

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.

All nursery cameras, laptops and tablets must always be secured in office cupboard at the end of the shift.

No nursery photographs will be stored on the computer system for longer than a year, and all photos will be deleted once the child leaves the setting.