

## Camera and Recording Device Use

Aston University Nursery recognises the importance and significance of the use of cameras and computers in supporting children's learning and development. However it is necessary to have clear guidelines to ensure the safety of the children we care for.

We ensure that any photographs or recordings taken of your children in our nursery are only done with written prior 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. Parents can notify the setting via letter or email to any changes they wish implementing at any point during their child's time at the nursery. Parents can also make changes directly on the Family app.

We ask for individual permissions for photographs and video recordings for each different use including our nursery website and brochure and to use in the local press. We ensure that parents understand that their children may also be on a photograph, as a secondary person, that may be used in another child's learning journey.

If a parent does not wish photographs of their child to be used for any of these purposes, then the nursery will respect their wishes and find alternative ways of recording their child's and learning.

Staff are not permitted to take photographs or recordings of a child on their own devices and must only use devices provided by the nursery. The nursery manager 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 manager.

The following procedures are in place to protect the misuse of cameras and recording devices:

- Staff, students, volunteers and visitors are not permitted to bring their own cameras, recording devices or mobile phones with such facilities beyond the nursery foyer during operating hours.
- All photographs of children must only be taken with the designated device for the sole use of the nursery.
- All cameras and recording devices are stored in a locked cupboard within the office and must be signed in and out by authorised members of staff only.
- All staff will be made aware of children for whom parents have not given consent for photographs or videos to be taken. This information can be accessed via Family.
- Photographs will only be used for marketing materials with written prior consent from the parent / carer.
- The Nursery Manager will monitor the usage of camera's and recording devices and the photographs being taken

- Parents are not permitted to use their mobile phones or tablets within the nursery and must not take any photos or video recordings of the children whilst in nursery unless express permission has been given by the Nursery Manager, e.g. for nursery plays/sports days etc.

Internal use only

<b>This policy was adopted on</b>	May 22
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	May 23