Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend the Nursery.

Purpose:  
It is our policy to use photographs taken in the nursery to support the children's learning and also to record children's individual progress. Photographs recorded in the nursery as part of a normal day are taken using a digital camera or iPad and are only taken by members of the staff team.

Additional photographs or images may be taken of children as part of the work of the Nursery and may be taken by an outside photographer or other parents (during the Christmas production or any other events the nursery may have) In the case of outside agencies taking photographs for marketing purposes, the nursery will seek written, parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.

Guidelines  
Photographs/videos are taken to:   
• support the learning of each child's individual record  
• illustrate work on display around the nursery building.

**Digital Cameras**

* At no time are staff permitted to bring in a camera from home or use their mobile devices in the Nursery.
* Children should use the child friendly digital camera and any photographs will be downloaded or deleted at the end of each session.
* Staff must only use the setting’s own digital camera and ipads to take any photographs and these must be downloaded or deleted at the end of each session.
* Visitors are not permitted to take photographs of the children in our care.

*…………………………………………………………Owner*

*………………………………………………………… Manager*

Date:

Review Date: