

# Smisby Day Nursery

## Policy



**Subject: Photographs & Video**

### Introduction

We do take the children's photographs for display purposes, and for evidence of progress and assessment. The video camera is used for the parents benefit to enable parents to see what their child gets up to during their day & to see their child's progress if they are having problems to settle. This is played for parents to see at parent's evening.

If we were going to use any of the footage or photographs for publicity purposes then we would have to ask for parental consent beforehand. All consent must be given in writing and will only agree to single reproduction rights.

### Policy

Staff are only allowed to take photographs or video of children in the Nursery setting or on trips on one of the two Nursery Camera's or the Nursery Video Camera. The camera's must never be connected to a computer other than the two computers in the office, The video is only to be taken from the premises by directors for the purposes of editing, and no member of staff that works with the children is allowed to take the camera memory sticks out of the cameras or video tapes out of the video camera.

All staff must sign out any camera or video that they use and they are responsible for it until they sign it back in. The cameras / Video must only be used to take images in the base rooms, the corridor, the village hall, the gardens, outside play areas and on trips. If staff need to take images in the children's toilets, laundry or kitchen (for example to demonstrate hand washing as part of a topic) they MUST have either a Deputy or Officer in Charge with them.

At no time are staff allowed to use mobile phones, cameras or video cameras not belonging to the Nursery to take any images of children. Staff are not allowed to take mobile phones beyond the staff room door except those using Nursery Vehicles to take children to and from school or on trips outside the Nursery Premises, and at no time are they allowed to use the phone to take photographs or video or allow a child in our care to use the phone.

We are not able to take pictures on behalf of parents on private cameras or videos and if a member of staff becomes aware that a parent or anyone else is taking photographs or video of the children in our care then they will challenge the person taking the pictures and ask them to delete them, and explain to the person why this is important. Should the person challenged refuse to delete the images then the staff must inform the police or security at the site.

Children in the Nursery or Out of School club are not allowed to have devices capable of taking photographs or video in their possession whilst they are in our care. This includes devices such as mobile phones and portable games or music consoles. Any child found with such a device will be asked to hand it to a member of staff for safe keeping and it will be returned at the end of the day. Any images stored on the device that have been taken in either setting will be deleted.

Staff must sign to say that they have read and understood this policy, and are all aware that failure to comply will automatically lead to dismissal as a Gross Misconduct under their contract of employment.

