



Technology Policy

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.

Throughout the Nursery, staff members, students and children are encouraged to take photographs and record videos for a variety of purposes such as:

- To record events and activities
- To celebrate children's achievements
- To share activities/information with parents
- To record children's development and learning (observations)
- CCTV operating systems (non-recording)

In addition photographs and videos may from time to time also be used for:

- Promotional materials (prospectus)
- The Stepping Stones Nursery website
- Newspaper and media articles

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.

The Nursery has a CCTV operating system, only viewed by management to monitor the quality of care provided.

We recognise that it is important to have clear policies and procedures in place in order to safeguard children, for confidentiality reasons, and to ensure that photographs and videos are used only for the purposes intended and with the full and informed consent of parents.

The following procedures will therefore be used for the taking and the use and storage of photographs and videos of children as well as mobile phones:

- Written parental consent will be obtained for general purposes. Parents have the right to refuse permission.
- Specific parental consent will be obtained for the purposes outlined in the paragraph below of this document on each occasion that it is required. Parents have the right to refuse permission.
- Staff members, students, volunteers or visitors are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and only use those provided by the nursery.
- All staff members, students, volunteers and visitors mobile telephones and recording devices, will be stored and signed in and out in the manager's office and only used in staff room whilst on break.
- Photographs and video recordings will only be taken, processed and printed on equipment supplied by the Nursery.



- Photographs and videos of children will not be taken away from the Nursery premises, unless authorised by the respective parents.
- Photographs will only be stored on the manager’s office computer only accessible by senior staff and will be deleted from the camera memory and video memory as soon as is reasonable practicable.
- Parents are not permitted to use any recording device or camera (including those on mobile phones) on the nursery premises without the prior consent of the manager.
- 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.

Parents/Carers consent is obtained through our application pack prior to children starting nursery.

Photographs

I give consent for photographs to be taken of my child for nursery display and record keeping purposes.

YES/NO Sign: _____ Date: __/__/__

I give consent for photographs to be taken of my child **with other children** for nursery display and record keeping purposes.

YES/NO Sign: _____ Date: __/__/__

I give consent for photographs to be taken of my child for advertising purposes (E.g. Nursery Brochures & leaflets, Nursery website & Social media e.g-facebook & twitter)

YES/NO Sign: _____ Date: __/__/__

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|--|------------------------|
| <i>August 2017</i> | <i>Adele Stone</i> | <i>August 2018</i> |