



Camera, tablet and Image policy

Statement of Intent:

It is our policy to use photographs taken in the Nursery to support the children's learning and to record children's individual progress. 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

Policy aims:

The Camera, tablet and Image Policy will apply to the use of any photographic equipment. This will include mobile phones and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

Procedures:

- Photographs recorded in Nursery as part of a normal day are taken using a tablet, and are only taken by members of the staff team. Photographs are taken for the following purpose:
 - To have a pictorial record of children's development and learning in their Learning Journeys
 - For nursery displays, including those in the foyer.
 - In newsletters, to show the activities that children have been taking part in.
 - Books and educational resources made by the children and practitioners to support activities within the Nursery.

Images for purposes such as promotional, website or Facebook page will require specific consent

- Tablets and other image recording equipment will be kept in a locked, secure space overnight and will be checked back in by the senior member of staff on duty.
- If tablets need to be connected to Wi-Fi for updating, then all documents and photographs need to be uploaded to a computer and then wiped from the tablet. This will be witnessed by a senior member of staff before updating.
- All tablets have passwords and these are held by the Nursery Manager, Deputy and individual nursery practitioner. Only members of staff at the school are allowed to use the tablets.
- All tablets will be set up by ICT technicians, ensuring that appropriate software is on computers within the setting, reducing the need for Wi-Fi connection

- Tablets are used in the Nursery to store Children's "Learning Journeys". This enables practitioners to track children's development. These are printed out periodically to share with parents. Learning Journeys will be deleted from tablets and computers when a child leaves the Nursery.
- Some tablets have the ability to "air drop". We recognise this is a useful tool for parents to share photographs of children's achievements at home and to share with other children's Learning Journeys within the setting. We ask parents to "air drop" to ipad's in the presence of either the Manager or Deputy Manager, to protect this procedure from possible abuse. Parents are also welcome to email photos into the Nursery.
- Prior consent will always be obtained in writing, during a child's registration, before any images will be taken. Verbal consent will not be accepted under any circumstance. If it should not be possible to obtain prior written consent, no images will be taken involving the individual child or young person concerned.
- Individuals who do not have parental responsibility, such as childminders, friends or other relatives will not be able to give such consent. Only consent provided by a parent or carer with parental responsibility can be accepted.
- Images taken on this must be deemed suitable without putting the child/children in any position that could cause embarrassment or distress e.g. taking a photo of them holding their work if they do not want it taken. Wherever possible, children will give their verbal consent to a photo being taken.
- Specific consent for the use of images for purposes other than those previously stated and agreed will be requested, for example, should images be required for publicity materials or to support the training needs of early years practitioners and their managers. Such consent will detail how the photographs are to be used and for what period of time such permissions will cover.
- Images must not be used for anything other than the stated purposes; unless additional revised consent is to be obtained. A copy of the relevant image will be stored with the specific consent form.
- Images of children who no longer attend the early years setting will not be used, unless specific consent has been obtained to cover this extended period. Consent to use images will lapse when a child leaves the Nursery.
- Images of children if held, for which consent has never been given are not to be used, unless the specific consent of the parent or carer is obtained. Should it not be possible to obtain such consent, such images are to be returned to the individual concerned or destroyed.
- On no circumstance will practitioners use their mobile phones in the setting to take photographs or for any other reason. Any practitioner found doing so will be dealt with under disciplinary procedures and investigated under our safeguarding policy.

Links to:

Data Protection Act 1998,
 Freedom of Information Act 2000,
 Human Rights Act 1998
 Statutory framework for the early years foundation stage (2017) DfE