

Camera, Mobile Phone and Recording Device Use Policy



EYFS: 2.1 & 3.4

This policy refers to all information storage devices including cameras, tablets, laptop computers, mobile telephones and any recording devices including smartphones and smartwatches.

At **Coalway Early Years** we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press. We ensure that parents understand that where their child is also on another child's 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, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) 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 we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

On occasions, we invite a professional photographer to take photographs for parents to buy. In these instances written permission from parents will always be obtained in advance.

Online Learning Journals ('Tapestry')

At **Coalway Early Years** we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journals. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices.

We obtain written permission from parents at the point of registration from parents before a Tapestry learning journal is set up for the child. Outside of nursery staff only the parent of that child will be able to access the child's learning journal (and may grant permission for other family members to view the journal with a secure password). Staff are set up with secure login details for their use of Tapestry and only use it on site – no tablets are taken off-site and staff receive adequate non-contact time in which to update their key children's learning journals and assessments. Observations and assessments and staff use of Tapestry is closely monitored by the nursery manager. When a child leaves the setting to start school the parents are offered the opportunity to purchase their child's learning journal on a USB stick for a small administration fee – the journal is then securely deleted. We never print the learning journal, however we will print summary data for the purpose of tracking development and this is stored securely. If a child leaves for another early years setting we will retain the journal while we seek to pass on developmental information with parental permission, after which time the journal will be securely deleted.

Our collection, control and retention of data in respect of Tapestry complies with GDPR, effective from 25th May 2018.

This policy was adopted on	Signed (nursery manager)		
	Signed (Chair or Committee)		
Date for review		Date for review	
Date for review		Date for review	