

## DURHAM UNIVERSITY DAY NURSERY CAMERA AND RECORDING DEVICE USE

### 1. Policy Statement / Purpose

- 1.1 This policy is linked to the Nursery Child Protection Policy.

### 2. Policy

- 2.1 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 and is updated on a regular basis to ensure that this permission still stands.
- 2.2 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, Tapestry 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.
- 2.3 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.
- 2.4 Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. Senior Management Team and room leads will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.
- 2.5 During Microsoft Teams events, parents will be asked not to record or take photos of the screen. Invites will be sent to parents who have requested a place for the event taking place.
- 2.6 Parents are not permitted to use any recording device or camera on the nursery premises, or on outings or events, without the prior consent of the manager.
- 2.7 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.
- 2.8 The nursery has adopted the on-line learning journal "Tapestry" and both staff and parents sign appropriate use and consent forms.

### 3. Version Control / Revision History:

Current Status Version: Final  
Approval date: 17 November 2021

Version	Date	Changes	Changed by
Draft Version 2.0	9 August 2018	Draft version	Kim Roberts
Draft version 2.1	9 August 2018	Move to GES format	Janice Grinter, Nursery Administrator
Final version	15 August 2018	Approved	Kim Roberts, Nursery Manager

Final Version	05 Feb 2020	Reviewed No Changes Approved	Kim Roberts, Nursery Manager
Final Version	12 Nov 2020	Reviewed No Changes Approved	Kim Roberts, Nursery Manager
Reviewed	10 Nov 2021	Reviewed, 1 line added in section 2.5	Kim Roberts, Nursery Manager
Final Version 2.2	17 Nov 2021	Changes made.	Marcus Martinez-Ferrell, Nursery Administrator
Final Version 2.2	17 Nov 2021	Approved.	Kim Roberts, Nursery Manager