



Photographic, Digital Image, Mobile Phone and Social Networking Policy

During the registration process we will ask for your signed consent for digital images and photographs to be taken of your child and stored. If you do not consent to photographs being taken, this will be respected and adhered to at all times. Every parent has the right to refuse pictures being taken of their child.

The use of photographs are important to record and share information with parents/carers and to supplement recording each child's development and progress at nursery and in particular their electronic EYFS profile.

Photographs of children may also be used for staff training, displays and children's activities. Photographs of your child will never be used for promotional purposes such as on the nursery website or social networking sites without the explicit permission of the parents/carers.

The nursery actively encourages children to use digital media sources such as cameras and computers. They can be a great source of learning that is actively encouraged and for this purpose the children have access to digital cameras. The use of these is strictly monitored and supervised by qualified staff.

Nursery management will ensure that:

1. Photographs and digital images will only be taken with equipment that belongs to the nursery and this equipment will remain on the premises (with the exception of day trips and excursions where qualified staff will be responsible for them). They will be held securely when not in use. Cameras will never be used in the WC or nappy change areas.

2. Digital images and information for the purposes of recording your child's development and progress will be stored securely by our appointed Data Controller who will be registered with the Information Commissioner's Office and be ISO9001 certified. Images stored will be checked and cleared as a maximum every 6 months. Images and data stored on our parent interface software will be hosted on secure UK based data centres. The secure data centres are certified to international ISO27001 standards, meaning they are tested against strict security criteria.

3. Staff and visitors to the setting are not permitted to have personal cameras/mobile phones or any other equipment capable of capturing and/or storing images, making recordings or with sharing capabilities e.g. smart watches or glasses on their person whilst on the premises (the staff room being an exception to this). Staff must leave their

equipment in the locked storage boxes in one of two designated locations at the beginning of their shift. Staff are free to use their cameras/phones within the staff room during their break periods. Prior permission must be sought from a manager should a staff member need to make or receive a call due to a personal emergency. In this scenario, the phone will remain in the office under a manager's supervision at all times.

4. Parents/carers are permitted to take pictures of their children during organised events held by the nursery either on or off the premises, for example, during the annual fun day or Christmas party. During these events it is each individual parent's responsibility to ensure pictures are not taken of their child if they do not wish for them to be photographed.

5. No staff member is authorised to use their own equipment for recording images of children.

6. Electronic equipment will not leave the nursery premises without the permission of the manager.

7. Where storage devices or equipment are taken off the premises to be developed or repaired, this will be by prior approval of the manager and to a reputable company agreed by the manager.

8. It is the nursery's aim to destroy pictures of children that have left the care of the nursery within 6 months of their leaving date. All spent photographs will be destroyed by shredding.

9. All staff must recognise the importance of strictly adhering to this policy. Failure to do this may result in disciplinary action. If a member of staff notices a colleague using a camera or mobile phone outside the remit of this policy, they have an obligation to bring this to the attention of the nursery manager who will investigate accordingly. All staff concerns will be treated confidentially, treated seriously and investigated.

10. Staff must not post anything onto social networking sites (e.g. Facebook, Instagram or Twitter etc.) that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way.

11. Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.

12. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

13. If any of the above points are not followed then the member of staff involved will face disciplinary action, which could lead to dismissal.

Parents and Visitors use of Mobile Phones and Social Networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, to ensure the safety and welfare of children, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the setting and when dropping off and collecting their children.

We also ask parents and visitors not to post publically or privately, information about any child on social media sites. We ask that this policy is followed to ensure that information about children, images and information do not fall into the wrong hands.

Parents and visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

Further Information:

Safeguarding children and protecting professionals in early years settings: online safety considerations for managers - GOV.UK