

## **cameras and recording devices in the nursery**

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 or carer (see appendix 1). This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.

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 or carer 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.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

Parents are not permitted to use any recording device or camera 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.

**This policy was adopted on:** 31<sup>st</sup> March 2010

**Signed on behalf of the nursery:** .....

**Date for review:** 31<sup>st</sup> March 2011

# Children's Corner Day Nursery

## AUTHORISATION FORM

PLEASE COMPLETE, SIGN AND RETURN TO NURSERY

### PHOTOGRAPHS:

I do/do not\* give permission for \_\_\_\_\_ (child's name) to have photographs taken for: -

- Nursery use e.g. Displays/Portfolios, etc
- External professional photograph/video companies for parental purchase

External use, e.g. Newspapers, TV, Brouchures and for them to be used for publicity purposed by Teddies Ltd (trading name Children's Corner Day Nursery) please note, if your child is used for media purposes, their name (in full) may be detailed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ (Parent/carer)

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