

# **Stoneyholme Nursery School**



## **Camera Policy**

Children have their photographs taken to provide evidence of their achievements for developmental records and also in relation to the nursery activities. Staff, visitors, students and volunteers are not permitted, under any circumstances, to use their own cameras (or any type of camera or video recording device of their own) to take or record any images of children for their own records. There are cameras provided by nursery and these should be used to take any photos and video recording. Photographs will only be taken during normal nursery activities, cameras will never be used in the toilets/changing areas. A child will never be photographed when their nappy or clothes are being changed.

Photographs should never be taken using a camera phone/mobile phone. Staff mobile phones must be kept in their lockers (or school office) at all times, and not handled whilst looking after the children. Any emergency calls must be made via the school office telephone.

Under the Data Protection Act 1998, schools must seek parental consent to take photographs and use video recorders. The Child Information Sheet which is completed at the admission stage requests this consent from parents. Photographs should be stored on the school computers which are password protected. Under no circumstances should the password to these computers be disclosed to anyone. If a member of staff forgets their password then they should inform the Bursar. All photographs and video recordings of children should be deleted from the school computers at the end of the academic year, i.e. July.

The school's digital camera(s) or memory cards must not leave the school setting unless on an official school trip. Photos should be printed or uploaded onto the staff computers and then deleted from the memory card. Photographs and video recordings should be deleted from all cameras card/memory every half term. Cameras should be handed into the office on the last day school breaks up for holidays for storage.

Photographs of the children may be printed and included in a child's Learning Journey, or displayed within the nursery. Parents/Carers may see their child's Learning Journey at anytime. Photographs will only be stored on the nursery computers and can be

inspected by Senior Leaders at any time. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

### **School Website**

Parental permission is given by parents to use their child's photograph for the school website via the Child Information Sheet on admission. However staff should show the photograph to parents and explain how it will be used on the website and clarify once again that they give permission for school to use their child's photograph.

### **Nativity Play**

Parents are invited into school to watch their child take part in the schools nativity play. Parents are not allowed to record or take photographs during the nativity play, they are allowed to take photographs and record their child at the end of the play in their costumes.

### **Birthdays**

We celebrate a child's birthday with cake and candles. Staff may take a photograph of the child with the cake and candles and then print the photograph which is to be taken home with the child. The photograph should then be deleted from the camera card/memory.

### **Personal Photographs/Recordings**

The school cameras should not be used for personal use and they should not contain any personal photographs or recordings.

This policy is adopted by all staff, students, volunteers and visitors.

“Stoneyholme Nursery is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this school to share this commitment”