



## *PHOTOGRAPHY & VIDEOS*

### USE OF PHOTOGRAPHS AND/OR FILM WITHIN THE NURSERY

The types of photographs which are likely to be taken are of children participating in various nursery activities. Only nursery staff will take photographs and videos – visitors and parents are not permitted to take pictures whilst in the nursery. The pictures taken are for nursery use only and will only be taken using nursery cameras. The use of mobile phones to take images of children is strictly forbidden within the nursery setting.

Within York Childcare Ltd (YCL), photographs can be used within a child's development folder, on the Nursery Photo Display Board or as part of a 'slideshow' on the Nursery laptop computer within the nursery. Any additional use of these images (such as uploading an image onto YCL's website or Facebook page) would require special consent from parents, carers or guardians .

In accordance with the Early Years Foundation Stage (EYFS), children will be given opportunities to take photographs themselves and to view the pictures they have taken within the nursery.

Cameras are not permitted at all in bathroom and changing areas.

Images will be stored on laptop computers belonging to the nursery or on a portable external drive which will be kept in a locked cabinet. No images will be stored where they can be accessed through the internet. Images will be stored electronically for a maximum period of one year, after which time they will be deleted.

### **SPECIAL EVENTS**

Every year each setting runs a number of events such as Fun Days and Christmas Plays. In line with the policy statement by the City of York Safeguarding Children Board, YCL encourages parents to "take an interest in their child's development, including the recording of these milestone events." YCL will therefore comply with the taking of 'sensible steps' to ensure that the recording of these events is appropriate. These steps include only permitting parents and carers known to the nursery to film or photograph children.

### **PUBLICITY**

Occasionally photographers from the Yorkshire Evening Press may be invited into the Nursery to take a picture of a specific activity or event. Specific consent will be requested at the time.

### **CONSENT**

All parents/carers of children attending a nursery are required to complete a Registration Form. As part of the Registration Form parents and carers are invited to provide consent for

- Photographs to be taken in the nursery, for nursery use only.
- Videos to be taken at special events.
- Videos to be copied for parents/carers.
- Photographs/Videos to be taken for publicity purposes.



- Photographs to be used on York Childcare's website.
- Photographs to be used on York Childcare's Facebook and Twitter pages.

Parents/carers can provide consent for none or all of these criteria.

Should a parent/carer not wish to provide consent for a video containing their child to be copied for parents/carers, under the above criteria, then it is not possible for any parent to have a personal copy of the said video, unless they have recorded it themselves. However, parents wishing to do so can watch the video on the Nursery premises under the supervision of the Nursery Staff.

Should parents/carers have any concerns or queries about this policy then they should speak directly with the Nursery Manager.