



PHOTOGRAPHS AND VIDEOS

POLICY STATEMENT AND AIMS

York Childcare is committed to providing a safe and secure environment for all children who attend its settings. In order to record a child's development and learning it is necessary that photographs, and videos are taken to provide evidence of progress and assessment.

The following policy provides information about the steps that York Childcare takes to ensure the safe recording and keeping of all images.

USE AND STORAGE OF PHOTOGRAPHS AND VIDEOS WITHIN THE NURSERY SETTINGS

The types of images which are likely to be taken are of children participating in various nursery activities. With the exception of the reasons outlined in the 'special events' section below, only nursery staff will take photographs and videos; visitors and parents/carers are not permitted to take images whilst in the nursery. The images taken are for nursery use only and will only be taken using a York Childcare issued device (usually the camera on a nursery tablet). The use of mobile phones to take images of children is strictly forbidden within the nursery setting.

Within York Childcare, images are used:

- as an upload to Tapestry, the online learning journal which York Childcare uses to monitor and assess children's learning (our Tapestry policy can be viewed on our [Policies and Procedures webpage](#))
- on a nursery photo display board
- as an aid to signpost children to where their belongings are stored

Any use of images such as uploading a photograph or video onto York Childcare's website, Facebook page, Instagram or Twitter feed requires special consent from parents/carers.

In accordance with the Early Years Foundation Stage (EYFS), children will be given opportunities to take photographs and videos 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 devices (tablets, laptops and computers) belonging to York Childcare, or on a portable external drive which will be kept in a locked cabinet. Images will be stored in accordance with York Childcare's GDPR Privacy Notice, which can be viewed on our [Policies and Procedures webpage](#). As referenced on our [Tapestry policy](#), more about the Tapestry Privacy and Security policies can be viewed on the [Tapestry website](#).

SPECIAL EVENTS

York Childcare settings run a number of events such as Fun Days and Stay-and-Play sessions for parents/carers. York Childcare will take sensible and reasonable steps to ensure that the recording of these events is appropriate. These steps include only permitting parents/carers known to the nursery to film or photograph children.



PUBLICITY

Occasionally photographers from local media outlets may be invited into a nursery setting to take a picture of a specific activity or event. Specific consent from parents/carers will be sought at the time if any images of children are requested as part of this.

CONSENT

All parents/carers of children attending a nursery are required to complete a Registration Form, which they are also asked to check and update at regular intervals. As part of the Registration Form parents and carers are invited to provide consent for photographs/videos:

- to be taken in the nursery, for nursery use only.
- to be taken at special events.
- to be taken for publicity purposes.
- to be used on York Childcare's website.
- to be used on York Childcare's Facebook, Instagram, and Twitter pages.

Parents/carers can provide consent for some, none or all of these criteria. Should a parent/carer not wish to provide consent for an image containing their child to be used under the above criteria, then it will not be possible for **any** parent to have a personal copy of that image unless they have recorded it themselves. However, parents wishing to view the image can do so on the nursery premises under the supervision of nursery staff.

Should parents/carers have any concerns or queries about this policy please speak directly with their Nursery Manager.