



Camera, Mobile Phone and Recording Device Use

At Witty Kiddies Pre-School we recognise that photographs and video recordings play a part in the life of the Pre-School. We ensure that any photographs or recordings (including CCTV) taken of children in our Pre-School are only done with prior written permission from each child's parent. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our Pre-School website, brochure and the local press; and for security in relation to CCTV. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses we 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 cameras, mobiles or other devices and may only use those provided by the Pre-School. The Pre-School manager will monitor all photographs and recordings to ensure that the parent's wishes are met.

Parents are not permitted to use any recording device or camera (including those on mobile phones) on the Pre-School 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 we will gain individual permission for each child before the event. This will ensure all photographs taken are in line

with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

Date policy was written	1 st March 2016
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This policy supports the following safeguarding and welfare requirements:

England

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

This policy will be reviewed when needed