



Mobile phone, cameras and other electronic devices with imaging capabilities policy

Reasons for having photographs taken:-

We take children's photographs at nursery for a variety of reasons. These include:-

- To display in the floor books to demonstrate good practice to parents/carers and Ofsted
- To display around the nursery setting to demonstrate good practice to parents/carers and Ofsted
- To use on displays in the nursery to show what the children have learnt and the process of the children learning
- To use in children's assessment files to demonstrate the child's learning
- To use on Facebook to allow parents/carers to see the activities that their children have been participating in and to show good practice to potential parents
- To use on the nursery website to advertise the nursery and demonstrate good practice to parents/carers and Ofsted

Authorisation:-

- Before taking any photographs of children within the nursery, permission will be sought from the child's parents/carers. When signing up their child to nursery and before the child starts their session's parents/carers will be asked to sign a permission form. On this form they will be asked to sign to state that they give permission for various things, including permission to have their photograph taken. Parents/carers are informed that these photographs will be used around the nursery.
- If a child is the care of the local authority then authorisation on the parent's behalf will be sought from the child's social worker.
- If a parent/carer does not give permission to have their child's photograph taken then this will be recorded on the "permission not given" form in the office which lists the children who do not have permission for photographs etc. This will also be displayed in each room
- We ask parents/carers for separate permission to put photographs on Facebook or the website. If parents/carers do not give permission to use their child's photograph on Facebook or the website this will then be recorded on the "permission not given" form and the child will not appear on any photographs posted on Facebook or the nursery website. All photographs shared of children will never have their face visible.
- We also ask parents/carers when they are signing up their child to nursery and

before the child starts at the setting to give permission for their child to appear in multiple images photographs in other children's learning journeys. If a parent does not give permission then this is recorded on the "permission not given" form and shared with all practitioners.

- All permission forms are stored with the child's registration form in a file in the office. Only the director, manager, assistant manager and deputy manager have access to these files.
- It is the responsibility of the manager to ensure that these forms are completed before a child attends the setting and are checked to see what the parent/carer has given permission for.
- Permission forms are checked on a yearly basis to ensure all permissions are up to date. This is the responsibility of the Manager (Kirsty Ward) and Assistant Manager (Trish Poole)

Taking Photographs In The Nursery:-

- All photographs **MUST** be taken on the nursery tablet which is for nursery use only. Practitioners will not be allowed to take any photographs on their own personal cameras or mobile phones. If a practitioner is caught taking a photograph on their own personal camera or mobile phone then the disciplinary procedure will be followed. Practitioners are not permitted to have their mobile phone or any device with a camera function on them at any time in the nursery and all phones must be placed in the phone box located in the manager's office. Staff are only permitted to use their phone on their lunch break and not in the rooms.
- Once a practitioner has finished taking photographs on the nursery tablet these will then be used for adding daily activities or to the children's learning journey on Tapestry. All photographs will then be deleted from the nursery tablet. It is the responsibility of the room seniors to ensure that all images are deleted.
- Prior to taking any photograph the practitioner **MUST** ensure that all children in the photograph are appropriately dressed. Any child that is not appropriately dressed must not be included in the photograph.
- Photographs will **NEVER** be taken during intimate care routines that take place in the setting. This also includes photographs taken by visitors, staff, parents or outside agencies.
- Any children that are in vulnerable situations will not appear on any photographs taken in nursery, for example, children in care or who may be at risk of significant harm.
- Smart watches are allowed to be worn by practitioners but they must be switched to airplane mode and on silent.
- Children taken on group outings will be photographed before they leave the setting - **Please see Health and safety policy**
- Our social media page, Facebook, is a public page, however there are **NO**

photographs of childrens faces on the Facebook page. Parents are made aware of this when their child starts at the setting.

Photographer:-

- The nursery will from time to time invite professional photographers into the setting to take commercial photographs of the children for parents to purchase.
- Before the photographer is allowed into the setting they must show the manager their current DBS check and their registration.
- Prior to the photography sessions taking place parents/carers will be informed of the photographer coming to nursery through posters, letters and on Facebook.
- If parents/carers would like their child to have their photograph taken they will sign a permission form on the bottom of the letter handed out. If a parent/carer has not signed for permission then the child will be unable to have their photograph taken by the photographer.
- When the photographer arrives at the setting they will be taken in to a room not being used (the visit will be arranged for a quiet day at nursery or a weekend) and will be supervised by a member of staff at all times when in the presence of the children.

Inappropriate Photographs:-

- All photographs taken at nursery will be monitored to ensure that they do not cause offence, anxiety or distress to the child and/or their family.
- If any staff member finds any inappropriate or intrusive photographs they must report this to the first designated person for safeguarding immediately. If they are unable to do this they must report it to the second designated person for safeguarding.
- The local authority, Ofsted, police and the LADO will be informed as soon as reasonably practicable.
- Instructions from other agencies will be followed immediately and with the support from the LADO and the police an investigation will be carried out.
- The settings safeguarding policy will be followed.

Photographs Taken By Students/External Agencies:-

- At Jumpin Jacks Nursery we support students who are wishing for a career in childcare and are working towards their childcare qualification. Students are not allowed to take any photographs for their work that contain any images of children. Students are allowed to take photographs if the images are of an activity they have set up. The images will be checked before being printed by the manager or deputy manager to ensure that there are no images of children in the photographs.

- Any external agencies are also not permitted to take photographs within the setting that contain images of children. If an external agency would like to take photographs in the setting that contain images of children they must set up a meeting with the child's parent/carer and seek written permission to do so.

Visitors:-

- Visitors to the setting are not permitted to take photographs or use their mobile phone. Visitors to the setting are reminded not to use their mobile phone while in the setting through posters which are displayed in the entrance area and around the nursery.
- Any parent/carer who would like to take a photograph of their child in nursery will be asked to do so outside the main entrance where there are no children present.
- Parents/carers who are seen using their mobile phone in the setting are reminded not to do so by practitioners.
- Any visitors that will be in setting for a long period of time, e.g Ofsted, will be asked to place their mobile phone in the phone box in the office and asked to switch their smart watches to silent and airplane mode.

Confidentially:-

- The nursery is registered with the ICO.
- All photographs are kept only in the nursery setting and when they are no longer needed any photographs are shredded.
- All photographs taken will not be kept longer than necessary.
- The setting follows guidelines as set out in the Data Protection Act 2018.

CCTV:-

CCTV is in operation and records 24 hours a day. Parents are made aware of this when they register their child with the setting.

A sign is located on the entrance to the setting reminding parents and visitors that CCTV is in operation.

This policy was implemented By Kirsty Ward on 18th August 2025

Please not all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior