**Jollytots/Kids R Cool Photographs and video policy**

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves taken whilst they attend the Nursery or after school club.

Purpose

It is our policy to use photographs taken in the nursery/club to support the children's learning and also to record children's individual progress. Photographs recorded in nursery/club as part of a normal day are taken using a digital camera and are only taken by members of the staff team.

Additional photographs or images may be taken of children as part of the work of the Nursery/club and may be taken by an outside photographer or other parents (during the Christmas production or any other events the nursery/club may have)

In the case of outside agencies taking photographs for marketing purposes, the nursery will seek written, parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.

Guidelines

Photographs/videos are taken to:

support the learning of each child's individual record.

illustrate work on display around the nursery building.

Photographs may also be taken in the following ways:

• Whenever possible, photos taken by outside agencies will be taken so that individual children are difficult to identify. The photo will be taken from a distance or from behind.
• At times, photos of children in nursery/club will be taken by the staff to promote a particular event/activity. We often place photographs of the children on the company facebook page so that parents and their friends can view their children taking part in activity at Nursery or Club.

Parent's use of cameras/videos in nursery

Parents/carers will be invited to record their child's inclusion in group events at Christmas and other celebrations through the use of photographs or video on the understanding that they will not publish any material on the internet as the Nursery/club has no control over these images once they are in the public domain.

We will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities.

Other than with the specific permission of a manager staff are not permitted to bring in a camera from home nor use their mobile phones in the Nursery rooms or club.