

Little Oaks Day Nursery

Photography Policy

Little Oaks Day Nursery is committed to providing a safe and secure environment for all the children who attend its setting.

As part of the children's development, it is essential that we take photographs for display purposes and to provide evidence of progress and assessment. This policy therefore provides guidelines for all staff to follow to ensure the safe keeping of all photographic images.

The Nursery has a supply of cameras which are kept locked in the office when not in use. Staff collect their room cameras on a daily basis and they must be returned back into their room trays in the office by the end of the day. Cameras are only to be connected to nursery computers and photographs are only to be stored for up to one month on a secure database, all images must then be deleted on the 1st of each month. Memory sticks should not be removed from the cameras.

Cameras must only be used within the base rooms, corridors, garden and whilst on organised outings or walks. Cameras should not be taken into toileting areas.

When using any photographs for publicity purposes, such as newspaper articles or the Nursery web site, the Nursery will seek parental consent during the induction process. Parents must then be informed on the day. Parents/visitors must not use cameras without permission or bring phones in during nursery open hour.

Nursery Staff are not permitted to bring personal cameras, video cameras or mobile phones into the nursery and we ask all parents/carers not to take photographs during group events without the permission of the nursery. (More information can be found on the use of mobile phones in the Mobile Phones and Social Networking Policy)