

## TINY HORIZONS DAY NURSERY

### CAMERA AND RECORDING DEVICES POLICY

At Tiny Horizons we will not take any photographs or video recordings of your child without parents/ carers written permission. This is gained when the child first starts at nursery in our consent form.

Individual permission will be gained for each of the different forms of photographic use, i.e. learning journeys, daily diaries, displays and promotion material. Children may be present in a photograph for children's learning journeys. For confidentiality reasons, the child will not be named and will be referred to as a peer or friend. In daily diaries, children may be named, as they are or personal keep-sakes.

If a parent/ carer is not comfortable with any of these uses, we will find an alternative way of recording their child's learning.

Photographs are taken on staff cameras. These are deleted as soon as they have been printed and are regularly monitored by management. All parent's wishes are respected and adhered to.

At planned organised events parents/carers are not allowed to take photographs without prior permission and will only include their child.

Group photographs may be taken for special event and distributed to all parents upon request. In each case, permission will be gained from each parent.

Policy amended in August 2016

Policy review date August 2017

Signed on behalf of Tiny Horizons.....