



Photography, Video and Imaging Policy

Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Upon accepting a place at Clowns Nursery, parents are agreeing to their child being photographed on occasion by a member of staff validated by the nursery. This enables the nursery to provide parents and visitors with visual images of happy and content children. All families complete a photography consent form prior to their first day at the nursery.

Every parent has the right to refuse this request, in which case the child will not be photographed whilst in the nursery without the express permission of the parent. If, on individual occasions, permission is granted, this should be given in writing.

No photographs of children will be used other than in the nursery and will not be displayed on the nursery website or on the Online Learning Portal - Seesaw, without parental permission.

Photographs of children working, playing and exploring during their nursery day can be a valuable addition to display boards and the children's own learning journeys. In order to properly value children's privacy however, the upload and distribution of such images must be monitored and controlled. **At no time, may the cameras or tablets be taken into the bathroom area(s).** We have a Learning Journal photography permission slip that we ask parents to sign.

Memory sticks and memory cards from cameras are stored securely at all times. Additionally, along with mobile phones, any iPads, eBooks, kindles, and laptops with cameras must be signed into Reception each morning. Cameras in classrooms are signed out from Reception in the morning and signed back in at the end of the day. Computer tablets are signed out and back in in the upstairs office.

Each classroom is responsible for the upload, printing and subsequent deletion of the images they have taken during the day on both the camera and the tablet. If a team leader wishes to keep a photo library for the purpose of applying such photos at a later date for observations, displays or report booklets they must ensure that these photos are securely located in your password protected user account on one of the designated laptops and only accessed by the staff in that class. All photos of children are stored **only** on the designated laptop(s) and, for the purpose of updating the website, a designated folder on our secure server. The Administration Team Assistant / Receptionist will delete the photographs from the server immediately once uploaded onto the website.

The Assistant Operations Manager will monitor the deletion of photos on both the server and the tablet on a weekly basis. Each classes photo library will be deleted at the end of each academic year. Each time photos are uploaded from a camera, the laptop signing in and out form must be completed, including the reason for downloading or printing the photographs and countersigned by a member of the management or administration team. The laptop signing in and out forms have been in place since May 2019.

Since the introduction of our Online Learning Platform Seesaw and to enable the upload of photographs (with parental consent) onto the platform, the USB ports on the classroom computers are accessible on Monday to Friday, 10am – 5pm.

Each time photographs are uploaded onto Seesaw the classroom form **MUST** be filled in. These forms are checked regularly by the Online Safety Officer, Assistant Operations Manager and Accounts Administrator during classroom spot checks. These forms are to be handed in to the Online Safety Officer at the end of each academic year.

It is the responsibility of the team leader/teacher to ensure that their staff are fully aware of the procedures for cameras and images.

Parents are reminded of the need to protect children's privacy, and as such at events such as Sports Day and Christmas performances, it is requested that photographs are not taken of children other than their own where possible, and that no photographs or videos are shared on social media (such as Facebook and Instagram). This is, however, reviewed per event.

Where pictures of the whole nursery or individual classes are taken, parents who have declined will be contacted to allow them to rescind their decision.