**CAMERAS AND RECORDING DEVICES POLICY**

Use of photographs and videos is discussed as part of a child’s initial introductory meeting. Where and how we may use photos and videos is discussed with the parent or carer and can include Learning Journals, observations, in the local media, on social media and within the nursery. We ask each families permission to use photographs/videos in these ways and will always respect the decision of parents/carers who decline for their child’s photos to be used. Written permission is obtained on the child’s registration form.

Staff members are NEVER permitted to take photos or record using their own personal devices. Staff members are only permitted to use devices provided by the nursery. Practitioners personal devices are stored away in lockable cabinets throughout the working day and are only to be accessed when on designated lunch breaks and never in the presence of nursery children.

Parents and other visitors to the nursery are asked to keep their devices turned off and in their pocket or handbag whenever they are on the nursery premises.

**CCTV**

We use CCTV within our nursery building and grounds. CCTV is only accessed by management, however it may be shared with staff members as part of investigations. training or supervisions. Where serious incidents occur, the footage may occasionally be shared with outside agencies when appropriate, e.g. because of a safeguarding concern. As the footage will naturally contain images of lots individuals, we are unable to share this footage with parents, or any non-professionals.

Footage is stored for between 5 and 10 days and then automatically recorded over. Where the footage is required as part of an investigation, or to support further training, it may be retained. Retained footage will be deleted as soon as the investigation/training is complete.

The cameras are positioned to avoid nappy changing areas and toilets.

The cameras record for 24 hours a day, every day. We are unable to turn them off for one person, therefore acceptance of the CCTV policy forms part of our contract with parents and forms part of our registration process. We strongly believe in the benefits of protection afforded to both children and adults, the safety of children is of paramount importance to us.

Policy revised December 2018 Lisa Gray