



Photography And Digital Images Policy

We believe in recording and celebrating children's achievements. We do this in a number of ways, including taking photographs of the children. These are used in the children's 'learning journals' (digital) and in displays around the nursery. We never use the photographs outside the nursery or for promotional material unless we have prior parental written consent.

We have digital cameras and tablets for the staff to use in the nursery; photos are then transferred onto the nursery computer. Photos are also used on Tapestry, an on-line diary programme. The camera is stored in the office overnight and only used by vetted members of staff.

We obtain written consent from parents on registration, for us to take and use photos of the children in folders, displays and Tapestry. We respect parent's wishes with respect to the care given and would not take photos of a child if consent was not obtained.

Staff is not permitted to use their mobile phone in the nursery; they must be stored in the staff room or with their belongings. Staff is not permitted to take photos of children on personal cameras or take photos of the children outside the nursery (unless is during nursery outings)

All photos are given to parents when their child leaves and their files on the computer are archived.

La Casita is registered with the Information Commissioner's Office (ICO) as required by the Data Protection Act (DPA) 1998.