

Photo and Video Policy October 2025 (No Updates)

The purpose of this policy is to minimise the risk photos and videos of children being misused for inappropriate purposes and to comply with GDPR requirements that require the Nursery to only store information about children that is essential.

Staff are to receive regular training to clarify our processes and to remind staff to avoid any conduct that could expose them to allegations regardless of any good intentions.

The following processes will be followed to ensure that our processes for the taking and storage of photos and videos are transparent and above board:

- Photos of children and videos of children can only be taken for the following uses:
 - Display in room
 - Upload to Eylog
 - Upload to Parent & Staff FB group
 - Upload to nursery social media and website
- Permissions for any of the uses above must be obtained from parents during registration.
- Permissions for every child attending nursery will be shared with all staff so that they are all aware of any child that:
 - Is not to be photographed or filmed at all
 - Is not to have photos or videos shared on closed parent Facebook groups
 - Is not to have photos or videos shared on any media open to the public.
- Where parents notify staff of changes to consent preferences these must be updated on the Eylog system and communicated to the rest of the staff that work with that child,
- Photos and videos are not to be taken on personal devices; personal devices must be stored elsewhere when staff are working with children and should not be on any member of staff's person when working with children.
- The photographing or videoing of children is only permitted when there is another member of staff present, to prevent any individual from taking inappropriate footage.
- For trips and outings, a designated trips device is provided for taking photos and for using to enable communication with the Nursery and/or parents. Members of the Senior Management Team are permitted to take their own devices on trips for use in case of emergencies as a backup should the trips device not work.
- On occasions where a personal device is the only working device available, with agreement with a member of SMT, photos and videos taken on personal devices can be permitted. On such occasions photos and videos must be uploaded to the Nursery server and deleted from personal devices as soon as possible, at latest prior to the owner of the device finishing their shift.
- Where a photographer is employed to take photos, the Nursery will only do so on the condition that all photos and videos are sent to the nursery within a reasonable period to allow editing and formatting, and then deleted from any non-nursery equipment.
- Visitors are not permitted to use personal devices in nursery where children are in view.
- On special occasions and celebrations, parents and family are permitted to take photos of their child, and with parental permission, of friends of their child, who also attend nursery.
- Where nursery photos and videos on special occasions and celebrations are displayed on site or on-line, prior permission must be obtained for anyone shown.

- Photos and videos can be stored on Nursery devices and on the server for no more than 12 months. After this period, photos and videos on Nursery devices and the Nursery server must be deleted, this includes photos and videos that have been selected for use as well as ones that haven't.
- The Nursery servers and devices are to be checked regularly, to ensure that all photos and videos of children over 12 months old have been deleted
- Staff will be expected to follow this policy and to report any concerns they have about other members of staff or visitors not complying.
- A failure to follow the policy could lead to disciplinary action being taken against staff in question and possible referral to the appropriate safeguarding agencies.