**Policy for the use of cameras in the nursery**

In order to achieve effective safeguarding of the children at Acorns/Mighty Oaks, the following procedures apply to the taking and use of images in the nursery.

* Parental permission is always sought to take still and moving images for nursery and marketing purposes, including use on the nursery website and Facebook group (see parental permissions section of registration form)
* Authorised setting cameras only can be used to take images and not personal cameras. Use of personal cameras is prohibited at all times.
* Images must not be downloaded onto any personal computers, only nursery computers which are password protected and covered by data protection.
* Images will be processed on-site using the nursery printer located in the office.
* Each room will have access to their own setting camera for which the room leader is responsible.
* This camera should be easily accessible to capture spontaneous moments to support the observation requirements of the Early Years Foundation Stage, and to share with parents.

Signed:

Date for review: as and when necessary according to on-going legislation