

DURHAM UNIVERSITY DAY NURSERY CAMERA AND RECORDING DEVICE USE

1. Policy Statement / Purpose

This policy is linked to the Nursery Child Protection Policy.

The policy applies to staff, parents/carers, children and visitors to the nursery.

2. Policy

- 2.1 We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent/carers. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.
- 2.2 We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for promotion materials including our nursery website, social media page, Tapestry and brochure and to use in the local press. We ensure that parents/carers understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.
- 2.3 If a Parent/Carer is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.
- 2.4 Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. Senior Management Team and room leads will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.
- 2.5 Onsite and during Microsoft Teams events, parents/carers will be asked not to record or take photos of the screen. Invites will be sent to parents/carers who have requested a place for the event taking place.
- 2.6 Parents/Carers are not permitted to use any wearable recording technology on smart watches and cameras on the nursery premises, or on outings or events, without the prior consent of the manager. Wearable technology includes but is not limited to smart watches with cameras, microphones or messaging capabilities. Smart glasses including AI functions with recording of live streaming functionality fitness bands that can transmit data – any body worn device capable to capturing images, video, sound or GPS location.
- 2.7 During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents/carers on request. In this case individual

permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

- 2.8 The nursery has adopted the on-line learning journal “Tapestry” and both staff and Parent/Carer sign appropriate use and consent forms.

3. Version Control / Revision History:

Current Status Version: Final
Approval date: 03rd August 2026

Version	Date	Changes	Changed by
Draft Version 2.0	9 August 2018	Draft version	Kim Roberts
Draft version 2.1	9 August 2018	Move to GES format	Janice Grinter, Nursery Administrator
Final version	15 August 2018	Approved	Kim Roberts, Nursery Manager
Final Version	05 Feb 2020	Reviewed No Changes Approved	Kim Roberts, Nursery Manager
Final Version	12 Nov 2020	Reviewed No Changes Approved	Kim Roberts, Nursery Manager
Reviewed	10 Nov 2021	Reviewed, 1 line added in section 2.5	Kim Roberts, Nursery Manager
Final Version 2.2	17 Nov 2021	Changes made.	Marcus Martinez-Ferrell, Nursery Administrator
Final Version 2.2	17 Nov 2021	Approved.	Kim Roberts, Nursery Manager
Final version 2.3	25 Nov 2022	No changes, Approved	Kim Roberts, Nursery Manager
Reviewed	18 April 2023	Changes added Carers along side Parents	Kim Roberts, Nursery Manager.
Final Version 3.0	18 April 2023	Approved	Kim Roberts, Nursery Manager.
Reviewed	25 April 2023	Included mention of “social media page” in section 2.2	Kim Roberts, Nursery Manager
Final Version 3.1	25 April 2023	Approved	Kim Roberts, Nursery Manager
Reviewed	19 th August 2024	No changes	Adele Warner, Deputy Manager
Final Version 3.2	19 th August 2024	Approved	Kim Roberts, Nursery Manager.
Reviewed	17 th July 2025	No changes	Adele Warner, Kate Sanderson, Hayley Staff Deputy Managers
Final Version 3.3	17 th July 2025	Approved	Kim Roberts, Nursery Manager.
Reviewed	29 th July 2026	Updated section 1.1, 2.6 and 2.7	Kim Roberts, Nursery Manager, Adele Warner and Hayley Staff, Deputy Manager
Final Version 3.4	29 th July 2026	Approved	Kim Roberts, Nursery Manager.
Reviewed	03 rd August 2026	Updated section 1.1 and 2.6	Kim Roberts, Nursery Manager.
Final Version 3.5	03 rd August 2026	Approved	Kim Roberts, Nursery Manager.



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