



Video & Photograph Policy

The Care Inspectorate require evidence of the activities that your child participates in that promotes their development. The most practical way to provide this evidence is to take photographs and keep them in your child's development records. Photographs are an excellent way of recording children's play and development and it is also important for you to see your child's progress. Photographs are taken using a digital camera or with a business phone or tablet.

Photographs are only for the following purposes and where explicit written consent has been given:

- To share children's experiences and achievements directly with parents
- As evidence of activities undertaken by the children
- For children's personal development records (Learning Journal)
- To share information with existing and prospective families (display board, information/welcome booklets and newsletters)
- To promote Rookies Daycare on the private Facebook page.

Parents will be required to give permission in order that Rookies Daycare can comply fully with your wishes and allows you to give explicit consent as to how photographs of your child may be used.

Your child may be accidentally or intentionally included in photographs or videos taken of other individuals during their time at Rookies Daycare. We will seek permission to use their image in this manner, otherwise we will hide their identity where permission is not granted.

It is highly likely that your child may be photographed whilst out and about for example on walks or the park, to evidence their day, which may be included in their Learning Journals, Facebook and/or displays within the setting. We strictly, do not forbid other people to take photographs or videos of the children. If staff are at any time concerned that a stranger is taking photographs or videos of the children, our procedure will be to call the police and inform you of any concerns.

We will only use Rookies devices to take images and videos of the children on Rookies Phone and management phones, we do not allow staff to use their own equipment. If any member of staff is found to not adhere to this policy, then management will follow the **Disciplinary Procedure**.

Storage & Retention

Photographs & Videos will be transferred from the Rookies device daily and securely stored on Rookies Daycare system.

When your child leaves Rookies Daycare, you will be provided with all the photographs of your child, in their journals. All photographs will then be deleted.

If you have any concerns about the above policy, please feel free to discuss this management.