

Photographic and Recording Devices Policy

Health and Social Care Standards:

1.4 If I require intimate personal care, this is carried out in a dignified way, with my privacy and personal preferences respected.

2.7 My rights are protected by ensuring that any surveillance or monitoring device that I or the organisation use is necessary and proportionate, and I am involved in deciding how it is used.

Throughout Stramash sessions, Practitioners may use recording devices such as phones, cameras or tablets to take photographic or video evidence as part of a child's learning diary, Child Plan or to communicate with families. Other children may also be using cameras as part of their own learning - these photos, however, will not be shared with others.

Staff use devices purchased and verified by Stramash, which typically have no external memory or internet access of their own. These devices should typically not leave the site under any circumstances unless approved by the Team Leader. All devices are accessible through a pass key only. **Stramash staff are not permitted to use their own recording devices on site.**

Visitors/Volunteers/Students and Families are respectfully requested not to take any photographs or videos of any children on site without prior consent. In these cases, the photographs/videos are reviewed before being authorised.

When supporting children with toileting or changing clothes/nappies, Stramash staff must not have phones/cameras/tablets on their person. There are designated areas for storage of phones/cameras/tablets near toilets/changing areas that must be used.

Interactive Learning Diary

When taking an observation of a child, staff may record a video or take some photographs to evidence the observation. These observations are uploaded to the Interactive Learning Diary server online (which is GDPR compliant) and accessible only to staff members from the specific nursery site, the Stramash Senior Management Team and the parents/carers of that child. Parents/Carers can only see observations where their own child is "tagged"; they cannot view other children's learning diaries. All photographs and videos are reviewed before being authorised.

Advertising/Social media

When a family registers with Stramash, they are able to express permission about videos and photographs being shared for use in promotion materials for Stramash;

this may be done through the Stramash Website or Facebook page, or in leaflets or newspaper articles. Families are able to change their permissions at any point by contacting the site Team Leader, who will contact the Stramash marketing team. If a family changes their permission, any media with their child will be promptly removed from the website, facebook page or other media where possible.

Laptops/Computers

The above policy also applies to the use of laptops and computers on Stramash sites. Staff all have individual logins for these devices and should ensure they log out when work is completed. No data is authorised to leave these devices unless approved by the Team Leader. These devices should not leave site unless approved by the Team Leader first. All staff will receive data protection training as part of their induction process.