**RAINBOW’S END MONTESSORI SCHOOL**

**Policy regarding the Use of Cameras, Recording Devices, and Devices with Imaging & Sharing Capability**

Signed permission for photographs to be taken of a child is sought from each child’s parents/carers as part of the registration process and is recorded on the child’s registration forms. Permission for photographs to be used within the setting (on display boards, etc), and permission for photographs to be used in advertising or promotional materials (such as on the setting’s website, Facebook page, in the settings prospectus, or in the local press) are each requested separately on the registration form. Both types of permission are fully explained to parents/carers at the time of registration, and it is made clear to parents that it is entirely at their own discretion as to whether they chose to give permission for the nursery to take/use photographs of their child.

Signed permission for photographs to be used in the child’s Tapestry Learning Journal and to be used in other children’s Tapestry Learning Journals are each requested separately as part of the registration process.

The only camera/recording devices used on setting premises are those belonging to Rainbow’s End Montessori School. Staff are not permitted to take photographs or recordings of a child on their own devices. Managers monitor all photographs and recordings, including how they are used, to ensure that the parent’s wishes are adhered to.

Staff are not permitted to wear/use smart watches in the setting.

Parents and visitors are not permitted to use any camera or recording device (including mobile phones) or any device with imaging and sharing capabilities (eg smart watches) on the setting premises. (See **Policy & Procedures concerning the use of Mobile Phones & Smart Watches**)

During special events (such as Christmas Concert or Graduation) permission **may** be given for parents to take photographs at the event. Permission will be given at the discretion of the Manager and the need to safeguard the children will be paramount in the decision as to whether or not cameras or recording devices may be used, and how they may be used, at any event. When permission is given for photographs and/or recordings to be taken at an event parents/carers may post such photographs or recordings on the internet (eg social networking sites) only if the photograph shows their own child only.

Parents/carers will be reminded of the policy regarding photographs and recording devices before each event. Parents agree to abide by the policies & procedures of the setting when they sign the Terms & Conditions upon registration of their child. It is expected that parents/carers will respect and abide by the setting’s policy on the use of cameras & recording devices.

If a parent takes a photo or recording at an event where this is not permitted, they will be immediately challenged by staff and will be required to show that they have deleted the photo/recording.

THS 01/24