



# Maple Medical PRU *Young Parents' Centre*

## REPRODUCTION OF IMAGES

### Introduction

We do take the babies' photographs for display purposes, and for evidence of progress and assessment.

If we were going to use any of the photographs for publicity purposes then we would ask for parental/ carer consent from the young mums beforehand. All consent must be given in writing and will only agree to single reproduction rights.

### Policy

Staff are only allowed to take photographs of babies in the Nursery setting or on trips using the nursery iPad. Staff that work in the nursery are allowed access to the iPad and memory sticks.

The camera/ iPad must only be used to take images in the Nursery, outside play areas and on trips by nursery staff.

At no time are staff allowed to use personal mobile phones or cameras not belonging to the nursery to take any images of children. Young mums/ carers are not allowed to use personal mobile phones in the nursery setting and must keep them in their bags. In the case of emergency in the nursery and on outings, staff can use the nursery mobile phone provided.

We are not able to take pictures on behalf of young mums/ carers on private cameras or videos and if a member of staff becomes aware that a young mum/ carer or anyone else is taking photographs or video of the babies in our care then they will approach the person taking the pictures and ask them to delete them, and explain to the person why this is important. Should the person approached refuse to delete the images then the staff will inform the Nursery Manager or Police if necessary.

**Date of Policy** February 2019

**Date of Review** February 2021

**Signed**

**Nursery Manager**.....

**Chair of Management Committee**.....