



Dunoon ELC

Use of Recording Devices in Nursery

This policy was adopted at a meeting of:

Dunoon Early Learning and Childcare

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On May 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher

Statement of Purpose



The UN Convention on the Rights of the Child

Article 8 (protection and preservation of identity)

Article 16 (right to privacy)

The use of iPads at Dunoon Primary School ELC are used to record, document and share children's learning and development.

Consistency of Approach

Throughout Dunoon Primary School ELC sessions, Practitioners may use iPads to take photographic or video evidence as part of a child's learning journey, observations or to communicate with families.

Staff use iPads purchased and verified by Dunoon Primary School ELC. The only iPads leaving the nursery premises out with the school is the nursery Excursion iPad which is only used for taking pictures and videos on. Staff will use the strap to carry the Excursion iPad and have it on themselves at all times. All pictures and videos will be shared to the relevant Key Worker's iPad when staff return to nursery so that the Key Worker can share the pictures/videos to SeeSaw and keep for their own evidence. The Excursion iPad will then be wiped of all pictures and videos so that it is ready for the next excursion.

All devices are accessible through a pass key only. Dunoon Primary School ELC 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.

When supporting children with toileting or changing clothes/nappies, Dunoon Primary School ELC staff must not have phones/cameras/tablets on their person. Staff phones are to be kept in the cupboard and iPads to be hung up in the nursery room when not in use.

SeeSaw

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 SeeSaw server online (which is GDPR compliant) and accessible only to staff members from the specific nursery app or website. Parents/Carers can only see observations where their own child is "tagged"; they cannot view other children's learning diaries.

Advertising/Social Media

When a family registers with Dunoon Primary School ELC, they are able to express permission about videos and photographs being shared on the school Website or Facebook page or newspaper articles. Families are able to change their permissions at any point by contacting the school office, who will contact the Dunoon Primary School ELC office. 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.

Procedure

- All iPads will have a passcode on them for staff to access
- There will be an iPad used just for photos when on excursions so that devices with Seesaw on them are not going out with the school
- No photos will sit on the Excursion iPad
- If staff take an iPad home- all staff have to sign a protocol (see appendix 1) to show that they understand and will follow procedure
- When out and about staff will use the strap to carry the iPad and won't leave it lying around (including the nursery garden)
- All staff will logout of Seesaw after every use and won't save the password to their device.

Health and Social Care Standards:

1.2 My human rights are protected and promoted and I experience no discrimination.

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.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

5.17 My environment is secure and safe.

Appendix 1

Use of Nursery iPad at Home

I agree that:

- I will be the only person accessing this iPad and I will not share the passcode with anyone out with the nursery
- I will logout of SeeSaw after every use
- I will only use the iPad to update SeeSaw and to document observations
- I will not leave the iPad in a visible place where it could be stolen
- I will not leave the iPad in a vehicle

Signed: _____

Date: _____