

Teitl: Title:	Cameras and Recording Devices - Toybox Nursery
Fersiwn: Version	2
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students , nursery staff , parents and children

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact assessment
Effaith ar yr Iaith Gymraeg Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Rheolwr y Feithrinfa /Nursery Manager		
Ymgynghoriad / Consultation:	Nursery staff		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		-
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		22/01/2025
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
	Corff Llywodraethu / Governing Body:		-
Dyddiad Adolygu: Review Date:	31/01/2028		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

Policy

1. We ensure that any photographs or recordings including CCTV taken of your children in our nursery are only done with prior written permission from each child's parent or carer. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.
2. We ask for individual permissions for photographs and video recordings for each different use, including use in the child's learning journey, for display purposes, to be displayed on the digital frame, for promotion materials including our nursery website and brochure and to use in the local press. We ensure that parents understand that their child may also appear on photographs of other children, but not as the primary person, that may be used in other children's learning journeys. If a parent or carer is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.
3. Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The Nursery Manager and senior nursery nurses will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.
4. Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the manager.
5. All photographs taken within the nursery remain the property of Toybox Nursery. Pictures will be allowed to be sent to a child's home only if that child is the only person on the picture. All pictures used will be destroyed once the child has left the nursery.