

1.5 PHOTOGRAPHIC IMAGES POLICY

Policy statement

We use photographic images to record children's progress and development during their time at the pre-school. We also use photographs for publicity and promotion. This policy details the procedures we have in place to safeguard children and adults and to ensure that images are not misused.

The policy is based on the key principles of the right to privacy and safeguarding children. It covers still, video, electronic and phone photographic images wherever they are used. The good practice outlined below is intended to protect our children whenever photographs are taken and used. In addition, we have a duty under the Human Rights Legislation and the Data Protection Act 1998, to respect the right to privacy of people in photographs.

Typical Uses of Photographs

Photographs are normally taken and used for the following purposes:

- Displays of the children's work/activities
- Personal records of achievement for each child (Learning Journal)
- Pre-school website
- Press (occasional)
- Class/pre-school photographs

Photographs are normally only taken by pre-school personnel. Parents/carers are only permitted to take photographs at, for example, the Christmas Party.

The pre-school Manager will make it clear at each event whether or not parents/carers are permitted to take photographs. If a photographer visits the pre-school to take portraits or to film a fund raising DVD, this is notified to parents/carers separately and the photographer is supervised at all times.

Photographs are stored on the pre-school computer and are password protected. Staff do not store these photographs on their own computers.

Consent

Children are only photographed with the consent of parents/carers. Written permission is obtained when a child joins the pre-school and the level of consent, including where the images may be used (e.g.; personal records only, personal records, press and website) is noted for each child. The pre-school manager is responsible for ensuring that staff and committee members are all aware of any children who may not be photographed or where there is limited consent. If any committee member was to use any pictures taken in the pre-school setting for marketing i.e.; Facebook/newspaper/media, it needs to be approved by the pre-school manager.

Children featured on the website and in the press will not be named.

Guiding principles for photographs

- All children must be appropriately dressed
- Avoid images that only show a single child with no surrounding context. Photographs of three or four children are more likely to include the learning context.
- Use photographs that represent the diversity of children participating
- Do not use images that are likely to cause distress, upset or embarrassment
- Do not use images of a child who is considered vulnerable, unless parents/carers have given specific written permission (Permission Form)
- Avoid naming children in photographs or use first names only
- Report any concerns relating to any inappropriate or intrusive photography
- Remember the duty of care and challenge any inappropriate behaviour or language
- Regularly review stored images and delete unwanted material
- Photographs must not be taken in the cloakroom/toilet areas or in the nappy changing area
- The use of staff camera phones in the pre-school is strictly prohibited

Parents/carers should be made aware of the need for sensitivity and respect when filming/photographing events featuring their own child(ren). The pre-school should monitor the use of cameras at these events and ask anyone behaving inappropriately to cease filming/taking photos.

If children photograph each other, for example, as part of ICT, the guidelines for these photographs are the same as the general guidelines detailed above.

Training and Portfolios

During training, it is sometimes necessary to compile portfolios with photographs of children.

These photographs should not show children's faces and parental permission should be sought.

Staff should act responsibly in compiling these images. The pre-school Manager may ask to oversee the compiled images as part of the management process. For a portfolio compiled by the manager, the Committee Chair may ask to oversee the compiled images.



This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair