

## **PHOTOGRAPHY, VIDEO & MOBILE PHONE POLICY**

### **Statement of Intent**

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 video, electronic and phone photographic images wherever they are used.

### **Aim**

The practice outlined below aims to protect our children whenever photographs or videos are taken and used. In addition, we have a duty under the Human Rights Act 1998 and the Data Protection Act 1998 to respect the right to privacy of people in photographs and video images.

### **Methods**

#### *Use of photographs in our setting*

We record your child's progress and development during their time at the pre-school in their file. Our observations are supported and enhanced with photographs, taken by our staff with the pre-school camera. Photographs are also taken to demonstrate the children's work and activities. These are on display within our setting.

We do not use photographs for publicity and promotion, in our newsletters or on our website.

Images taken on one of the three pre-school cameras must be deemed suitable without putting the child/ children in any compromising position that could cause embarrassment or distress. The pre-school camera must be locked away at the end of every session.

Should a parent/ carer not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

#### *Storage of images*

Photographs will normally be stored on the pre-school laptop; images may be stored on the personal laptop of the pre-school leader. Images stored on the personal laptop of the pre-school leader will be in a password protected user account, and will be securely deleted once printed using the Gutmann Method. They are not stored after printing.

The Chair of the pre-school Committee can inspect the computer at any time, without notice, with another witness if requested.

An approved photographer visits the pre-school to take either individual portraits or group photographs twice each academic year. Parents are notified in advance and the photographer is supervised at all times.

A group photograph is usually on display in the pre-school throughout the year.

Photographs of children with allergies or certain food intolerances may be kept on file for quick reference. It is good practice to have not only the names but also the photographic image of these children on file to prevent medical problems.

Parents and carers consenting to photographs of their child on our Enrolment Form give their permission to their child's image being used as outlined above.

### *Use of photographs and video images by parent and carers*

Staff and Committee members who have an Enhanced DBS disclosure only are permitted to take photographs with one of the pre-school cameras within our premises. Parents settling their child in, volunteers and other visitors are not permitted to take images.

However, at public pre-school events such as the Christmas Nativity, Easter Fair, Morning Cafes, etc., parents and carers may take photographs of the public activity. The pre-school leader or deputy will clarify at each event whether or not parents/carers are permitted to take photographs or video images. **Parents and carers must ensure that recorded images are for personal use only and that these images are never made available over the Internet or on any social media platforms.**

It is the responsibility of parents/ carers who do not wish their child to be included in such photographs to inform the pre-school leaders accordingly.

### *Training and Portfolios*

During training, it is sometimes necessary to compile portfolios with photographs of children. Parental permission must be sought before any images are taken. Staff should act responsibly in compiling these images. The pre-school leaders will oversee the compiled images as part of the management process. For a portfolio compiled by the pre-school leaders, the Committee Chair may be asked to oversee the compiled images.

### *Mobile phones Use*

Photographs will only be taken with the pre-school's digital cameras or the camera on pre-school mobile phone. Staff members must leave their mobile phones in the designated location at the beginning of the session. They must not be handled or answered except with the permission of the pre-school leaders, for instance if a member of staff is telephoned by the school their own child attends.

Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the pre-school leader and/ or Chair of the Committee. Mobile phones may only be used in full view of the other staff for telephone conversations only. Alternatively, permission may be given by the pre-school leader to use the office.

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