

Photograph and Camera Use Policy

This policy covers the use of cameras, video and digital recordings and photographic images and DVD's used within the setting. The aim is to safeguard children in the settings from abuse and misuse of their images whilst embracing technology as a valuable tool for the purpose of promoting children's learning and development.

All photographs of children should only be taken on a designated cameras or tablets for the sole use of the setting. Managers must monitor the use of cameras/digital and video recorders and ensure the equipment is stored in a designated place. The camera must be signed out of and into the setting to be taken on trips and excursions. A senior staff member must be responsible for the safe keeping of the camera or tablet for the duration of the outing. Staff are not permitted to bring their own personal cameras/video recorders into the setting. Staff are not permitted to take photographs/videos with mobile phones, company or otherwise.

Photographs/videos should only be taken of children for whom permission has been obtained on the About My Child Parental Agreement or additional permissions form NA12.4. Photographs may only be stored on the company's computer(s) or tablets. Where parental permission is obtained for promotional photographs to be taken by ourselves or visitors to the setting, only those with permission are photographed and assurances are received on secure storage and deletion once used.

Parents Photographing and Video recording Children within the setting

Parents may take photographs of nursery events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs/video footage should not be published in print or digitally (e.g. on websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools. Names & addresses should never be published in association with photographs.

Guidance for taking photographs and video/digital recordings

We are aware of the need for sensitivity when taking photographs/videos and observe the following:

- There must be a considered reason (why?) and purpose (what for?) when taking a photograph/video
- Consideration must be given to the volume of photographs taken and whether they are necessary or unnecessary
- The child does not object to having his/her photograph/video taken
- Photographs/videos taken reflect children in a positive light and do not cause them or their parents embarrassment
- We are inclusive so that gender, race, SEN, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photograph/video of children from different ethnic minority groups
- More than one child may be included in a photograph/video providing the permissions form is signed by the relevant parents
- When deciding to print photographs consideration needs to be given for the use as this will affect size, quality and colour options.

For example

- Display photographs should be large (A5 – A4), normal quality and colour
- Learning Journal Photos and Daily Diary photos are smaller in size

Disciplinary Action

Employees whose conduct breaches this policy in any way will be subject to disciplinary action in accordance with the setting's disciplinary procedure up to, and including, dismissal.

Review of Policy

This policy is reviewed annually.

Review date – January 2022