

Stower Vale Pre-School

CAMERA AND IMAGE POLICY

Photographs are a valuable tool for recording and assessing children's activities and achievements at our Pre-School. Photographs will only be taken with The setting's digital camera/hudl. NEVER WITH CAMERAPHONES/MOBILE PHONES. Staff mobile phones must be kept on silent and locked away in the filing cabinet at all times, and not handled whilst looking after the children. Any staff needing to make an emergency call must seek permission from the playleader or deputy playleader first before making the call. Any member of staff found using a mobile phone without permission to do so may be subject to disciplinary action as set out in the Disciplinary and Grievance Policy.

Photographs will only be taken during normal nursery activities. Cameras will never be used in the toilets/changing areas. A child will never be photographed when their nappy or clothes are being changed. Only members of Stower Vale Pre-School who have an enhanced DBS disclosure are permitted take photographs within the nursery. Parents/ carers who may wish to take photographs during special celebrations are asked that these photos are not put onto Social Networking Sites. Parents/carers will be asked to complete a Photography Acceptable Use Agreement if they wish to take or make any recordings within the setting environment. Parents/carers will only be permitted to make recordings or take photographs of any event for their own personal use.

Each parent will be asked to sign a consent form upon their child's initial induction to either agree or disagree for their child to be included in such photographs. Any photos taken are for the use of updating parents in the Home link book but on some occasions may be used as part of publicity of the nursery in the press or on the web site but no photos of any child will be used unless with the Parents/carers permission.

Where pictures are made available to the press no names will be given at any time. Photographs will only be stored on the Pre-school computer and can be inspected by management at anytime. Photographs will be kept for no more than one term after a child has left the Pre-School.

Parents/carers will be asked to read and sign the Stower vale Pre-School Permission Form when their child starts attending. If a parent/carer does 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. Any consent given is to be reviewed on a regular basis (of a period of no more than one year) until such time the child no longer attends the setting. This consent will cover the taking of images for general purposes, such as taking photographs which will be used to document the child's learning. The parent/carer will reserve the right to refuse or withdraw their consent at any time. Partial or restricted consent may also be given where deemed necessary by the parent/carer.

Responsibilities

The DSL is responsible for ensuring the acceptable, safe use and storage of all camera technology and images. This includes the management, implementation, monitoring and review of this policy. Further responsibilities of the DSL, registered person, practitioners, managers, parents/carers and young people are to be found in the Acceptable Use Policy.

Protective and precautionary measures should therefore be considered when taking, making or using images of children and therefore early years practitioners and managers should be expected to agree and sign up to an Acceptable Use Agreement (in line with the Acceptable Use Policy).

Early Years practitioners and their managers have a duty to report any concerns relating to potential misuse. Clear whistle-blowing procedures should be in place. An anonymous reporting system will also be promoted and used to facilitate this process.

Procedures

The purposes and context for any proposed image should always be considered.

Sensitivity must be shown to any child who appears uncomfortable. Images should therefore not be taken of any child or young person against their wishes.

The taking or making of images of a child in a one-to-one situation with an adult must be avoided whenever possible. It must be recognised that the context of such situations is likely to be perceived as sensitive and the use of cameras will be seen as intrusive and open to misinterpretation. It is recognised that this may leave both the adult and child in a vulnerable position and is therefore not accepted practice.

Photographs should not be taken of any child or young person if they suffer an injury whether it is accidental or non-accidental. Where necessary medical help should be sought, and in the case of a suspected non-accidental injury the Safeguarding Policy should be implemented with immediate effect.

Using images of children supplied by a third party

There may be occasions where the press are invited to a planned event to take photographs of the children who take part. The press enjoy special rights under the Data Protection Act which permit them to publish material for journalistic purposes. Photographs will only be taken with prior consent from the parents/carers, this right will be observed at all times.

Additional checks by the DSL will ensure that press photographers are made aware of the sensitivity in respect of detailed captioning, one-to-one interviews and close up sports photography. The identity of any press representative will always be verified. Access will only be permitted where the event is planned and where press are specifically invited to attend.

Photographers should be expected to demonstrate that they have agreed to ensure the compliance with the Data Protection Act 1998. Images are only used for a specified purpose and will not be used in any other context. Images are not disclosed to any third party unless it is a specific requirement to do so in order to fulfil the requirements of the agreement. Such use will also be subject to parental/carer consent.

Linked Policies

- Safeguarding Policy
- Whistle Blowing Policy
- Acceptable Use Policy
- ICT Misuse Policy

Agreed by.....

Authorised signatory.....

Date.....

Date of Review.....