

## **1.7 Photographic Images Policy**

At Costock Pre-School 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 Human Rights legislation and the Data Protection act 1998 to respect the right to privacy of people in photographs.

### **Typical Uses of Photographs**

At Costock Pre-School, photographs are normally taken and used for the following purposes:

- Displays of the children's work/activities
- Personal records of achievement for each child
- Pre-School web site
- Pre-School Facebook page
- What's App text message information sharing with consenting parents

Photographs are normally only taken by Pre-School personnel. Parents and carers are only permitted to take photographs at, for example, the end of term performance, in the Pre-School room. The Pre-School Supervisor 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 separately and the photographer is supervised at all times.

Photographs are stored on the Pre-School computer. Staff do not store these photographs on their own computers.

### **Consent**

Children are only photographed with the consent of parents/carers. Written permission and level of consent where applicable is obtained when a child joins the Pre-School. The Pre-School Supervisor is responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent.

Children featured on the website will not be named.

### **Guiding Principles for Photographs**

- All children must be appropriately dressed;
- Avoid images that only show a single child with not 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;
- 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.

This policy was adopted at a meeting of	Costock Pre-school	
Held on	March 2020	
Date to be reviewed	January 2021	
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		