

Use of Mobile Phones, Digital and Video photography policy (use of images)

Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records. We use the pre-school digital camera on a daily basis. We may also use photos for publicity and promotion. This policy covers still, video, electronic, mobile phone and other devices with digital imaging capability and the procedures in place to safeguard children and adults and to ensure images are not misused.

Typical uses of images –

- To track developmental records
- For displays for use by children, parents/carers and visitors
- Pre-school photo albums, digital slides and videos showing various indoor or outdoor activities
- To advertise the setting via leaflets/ cards or on the pre-school website (specific permission sought for this)
- Sometimes the local media (specific permission sought for this)
- Annually at the church AGM (specific permission sought for this)

Procedures

General

- All photographs taken and kept are relevant to the pre-school, its activities, the child and their development.
- Under GDPR, the pre-school must seek parental consent to take photographs and record video for development records, and pictures around the pre-school/ albums. Permission for this is sought on each child's registration form.
- Often photographs may contain other children in the background. Permission for this is on the pre-school registration form.
- No photographs or video are taken in the intimate care area. Public domain pictures showing hand washing are placed in the toilets as an encouragement to stay clean.
- Images parents/carers have shared with us electronically (eg activities a child has undertaken at home, such as during times of home learning) will be stored securely and used only for the purposes outlined in this policy. Keyworkers will print and then delete images received electronically.

Parents/ Carers

- Photos brought into the pre-school by parents/ carers for use in projects or in Learning Journals will be monitored and any causes for concern discussed with the parent/carer.
- Events such as Sports day, outings and Christmas events may be recorded by video and photos by staff. **Parents are asked NOT to take any photos or video at such events except of their own children in designated areas.**
- Photos are not sent via email to any parents.

Staff

- In order to maintain professional boundaries, staff should not accept any personal invitations to be friends with parents of preschool unless they already know them in a personal capacity. If this is the case they should make the DSL aware.
- Staff must not publish written comments, photographs or any other media on any social networking sites that relates to their work - including information relating to a child, their parent or other staff members.
- Staff are advised to set their online profiles to private so only friends are able to see information.
- Staff must not share information which may be perceived as inappropriate for a childcare professional - this would include liking, tagging, sharing external posts. Staff should be aware that they may be tagged and therefore associated with content that is not appropriate.
- Staff should not talk to parents, staff or any individual about their child, other staff or parents of the preschool on social networking sites.

-Any breaches of this policy will be investigated.

Storage of images

-Photographs will be stored on the pre-school laptop, which is password protected. Should the pre-school cease to operate, all photographs will be deleted. Photos are deleted when they are no longer needed.

-Staff, with the exception of the supervisor, must not take the pre-school camera or memory cards from the pre-school site. Photos are printed in the setting by staff and then images removed from the camera's memory. Images on laptops are stored securely, for purposes mentioned in this policy and deleted once not needed.

Paper copies of children's developmental records may be taken home by keyworkers for the purposes of maintaining the records up to date.

Publicity

-On occasion we might like to use photographs of the children taking part in an activity to advertise/promote the pre-school via our website etc, however in these instances specific parental permission would be required. Children will not be named.

-Photos or footage of the children may be used for feedback to FOL church (for the AGM), on the church website and for the diocese. Footage will be taken by a named person for the Fountain of Life. FOL church has its own policies regarding the safe handling of images. Specific consent is needed for this activity.

Mobile phones

-Mobile phones, or any other devices with imaging capability such as smart watches, with or without a camera, are left in the kitchen area. Visitors, volunteers and staff that are in session with children are asked to place phones in bags in the porch and to make/take calls outside. **Parents/carers collecting children are not required to do this but are asked NOT to take any photos within session without permission.** This also applies to other devices which are able to take photographs eg smart watches, tablets.

Visiting photographers

- Visiting photographers are supervised at all times.

Training and portfolios

During training, it is sometimes necessary to compile photos of children. Parental permission is needed for this and the supervisor (or Management team if the supervisor is the staff in question) may ask to oversee the compiled images.

See also Online Safety Policy (Acceptable Use) and Safeguarding Policy