



Photography

Policy Statement

It is acknowledged by the Department of Education ‘that one of the key ways that practitioners support children’s development and engage parents in children’s learning is through photographs that record their activities and achievements.’ The purpose of this policy is to consider how photographs or videos are collected, developed and stored within the Nursery and how to protect against unauthorised photography or recording within the Nursery to make sure that children remain safe and protected.

At the School House Nursery we use digital cameras to take photographs or short video recordings of the children, for no other purpose than to record their development or their participation in events organised by the Nursery. Where the Nursery wishes to use an image for another purpose, separate consent will be obtained. At the time of registration, Parents sign a photography consent form for staff to take photographs or videos of their child for the purpose of tracking their development. This forms part of the registration/parent contract. We also request that the photography and video consent for parents at Nursery events is signed. Parental consent is review annually. At no time are mobile phones allowed to be used by staff, students or volunteers when working with the children. Staff, students and volunteers are not permitted under any circumstances to photograph or record children using a mobile phone. Photographs or videos taken of children, once processed or printed are deleted from the digital camera and are not stored on computer systems. Images of children who no longer attend the Nursery will not be used unless specific consent has been obtained.

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
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| 1.3 Keeping safe | 2.1 Respecting each other 2.2 Parents as partners | 3.4 The wider context | 4.4 Personal, social and emotional development |

Procedures

- Once a child has been offered a place at the Nursery, the parent/carer is required to complete the Nursery registration/parent contract. As part of the contract parents/carers are asked to sign a photography consent form to agree to their child being photographed or filmed on occasion by any member of staff or individual validated by the Nursery.
- Photographs or videos are taken for the children’s learning journeys, for use in Nursery displays, for transfer records to School or other childcare settings or as part of qualification and training assessments.
- Photographs may also be used for the purpose of publicising the Nursery which may include being displayed within our prospectus and other printed publications we use e.g. posters for

special occasions, or on our website. Where pictures or films of children are to be used as part of the publicity for the Nursery, no pictures or films will be posted on the Nursery web site, nor will they be made available to anyone in digital form without parent/carer consent.

- Any images used will be copy-protected, include a watermark, and/or will be published in low definition to reduce the potential for misuse. Under no circumstances will a child's photo be published on any insecure social networking sites, such as Facebook or Bebo. No names of children will be published with any photographs on our website.
- There may be occasions where the press are invited to a planned event to take photographs of the children. It should be noted that the press enjoy special rights under the data protection act, which permit them to publish material for journalistic purposes. The Nursery Manager will know the name of the journalist attending the Nursery, the specific date and time and access will only be granted once identification has been verified. In addition, where pictures are to be made available to the press or television, they will not be released with the names of the child unless the parent/carer gives express permission prior to the broadcast or publication.
- We use a professional photographer to take portraits of the children for parents and their families. Images taken are only used for a specific purpose and not used for any other context. Images are not disclosed to any third party unless parental consent has been granted. We only use reputable photography agencies who are known to us. We request details of any checks regarding suitability, which are to include evidence of Criminal Records Check, photographic identity. The Photographer is treated as a visitor and is never left unsupervised with the children.
- Every parent/carer has the right to refuse consent for photographs or videos to be taken in which case the child must not be photographed or filmed by any member of staff, by a parent, or any other outsider validated by the Nursery without the express permission for that occasion of the parent/carer.
- We will never take photographs of children against their wishes or if they feel uncomfortable, even where parental consent has been granted.
- Every effort is made to ensure that individuals with no connection to the Nursery have no opportunity to film covertly. The Nursery Manager or members of staff have the authority to question anybody they do not recognise (subject to their own safety being ensured) should they be observed using any photographic equipment within the general vicinity of the outside area. Care will be taken at all times to prevent any opportunist photography or filming taking place.

Images and video clips identifying individual children are classed as personal data under the Data Protection Act (1998) and form part of the child's development records as defined in the Nursery's Record Keeping policy. The School House Nursery will only use these in accordance with the principles of the Data Protection Act (1998).

We will ensure that images and video clips are:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Returned to parent(s)/carer(s) or destroyed when the child leaves
- Processed in accordance with your rights
- Kept secure
- Not transferred abroad without adequate protection

Photographs/video footage taken by parents of their own children in the Nursery are exempt from the data protection act, however, parents are expected to use the images for personal use only and to use them responsibly. We ask parents to sign the Photography and video Consent for Parents at Nursery Events.

Using School House Nursery's Communications equipment responsibly

We expect employees to act professionally at all times when taking photographs or films of children. Participation in activities that bring us into disrepute or contravene any of our policies or the law will result in disciplinary action being taken against an individual or individuals. Serious cases will result in dismissal for gross misconduct. The School House Nursery expects its employees to behave responsibly and staff will be held accountable for their actions. We reserve the right, but not the duty, to monitor staff actions and review photographs or films taken. We ask staff to volunteer to sign an ICT and online safety professional conduct agreement.

This policy is in place to ensure that children are safe in accordance with the Protection of Children Act 1978.

Legal framework

- Data Protection Act 1998
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989

Further guidance

- What to do if you are Worried a Child is Being Abused (HMG 2006)
- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)
- Child Protection Record (2007)
- Data Protection Good Practice Note Taking Photographs in Schools, Information Commissioners Office (ICO) www.ico.gov.uk (v4 June 2010)

This policy was adopted on:

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| 31 August 2011 |
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Date to be reviewed by:

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| 31 August 2012 |
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Signed on behalf of the Management Committee:

Signatory Name:

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| Lisa Kennedy |
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