

## **ST ALBAN'S PRE SCHOOL**

### **Photograph Policy**

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe usually enhance self-esteem for children and their families, and the practice should continue, within safe practice guidelines.

Under the Data Protection Act 1998 parental consent is required to take photographs. This will be sought on entry to Pre-School.

Photographs of the children, taken by staff, other parents or students, will only be taken with Parental consent.

Parents are requested not to publish photos of their or other parent's children with their names and name of this setting on social networking sites.

Where children are 'Looked After' the school must check consent on the corporate parent's behalf with the social worker, and there may be other situations (in adoption placements or following a resettlement from domestic violence, for example) where a child's security is known by the Head to be at stake, indicating the need for extra care.

Camera phones are not permitted to be used in the Pre School setting by staff, visitors or pupils. Any photography taking place on the premises is not allowed without consent from the Head.

Parents will also be notified, as to what will be done with the negatives or original digital files. Photographs are maintained securely for authorised school use only and disposed of either by return to the child, parents or shredding as appropriate.

Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. The Act does not, therefore, stop parents from taking photographs or making video recordings at school events, such as nativity plays.

Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached.

This policy was adopted by	St Albans Pre	<i>(name of</i>
	School	<i>provider)</i>
On	13 Sept 2021	<i>(date)</i>
Date to be reviewed	13 Sept 2022	<i>(date)</i>
Signed on behalf of the provider	<i>Elaine Mercer</i>	
Name of signatory	Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	Head of Pre School	