

29. Photography and Image Creating/Sharing Devices

Our Group takes the safety of children and young people extremely seriously as a matter of both legal and moral importance. This policy aims to minimise the risk of inappropriate use of photos of children. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

In accordance with our duties under The Data Protection Act 1998, the Group strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the Leader and, as a photo of a child is personal data according to the Act, formal written parental consent.

It is likely that there will be occasions during a child's time at the setting when the Group may wish to photograph or video children as part of the EYFS photography observation or to record an achievement to show their parent/carer; these photos are to be deleted at the end of each academic year, or once they have left the setting, from the iCloud account. Staff are strictly prohibited from using personal mobile phones, tablet, cameras or any other device capable of taking or sharing images during work (onsite or during trips/outings) without the prior consent of the Leader and child's parents. If the Leader allows the use of a personal device, photos must be downloaded onto the Pre-School Laptop and deleted at the earliest possible time.

The Group will not use the personal details or full name (first name and/or surname) of any child in a photographic image on its website or in any other printed material without consent. Generally, photos of children will not have an accompanying name in the text or a photo caption; if a name is used in the text, the Group will not use a photograph of that individual unless specific permission has been granted. No photographs of children will be released to press or media contacts without the relevant written parental consent.

Parents and visitors are not permitted to use any device capable of taking or sharing images on the premises. If permission is granted for parents to take photographs onsite or during trips/outings, parents must only take images (still or moving) of their own children and may not take images of other children unless they have permission from those parents.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the Leader immediately.

Should the Group have need to take and use photos of children for marketing/information purposes such as in the prospectus or on the website, every attempt will be made to be representative of the group – for example, including where relevant images of children from different ethnic backgrounds and positive images of children with disabilities. Wherever possible, the Group will use alternatives, for example, children's drawings instead of photographs of children.

Holy Apostles' Pavilion Group

Procedures

All personal mobile phones and cameras belonging to staff or visitors will be kept in an area designated by the Group Leader.

Mobile phone calls may only be taken within staff breaks or with the consent of the Leader.

If a personal emergency should occur, staff must only use the Pavilion Group's phone or make a personal call from their mobile phone in an area designated by the Leader.

Last reviewed: January 2024

Due for review: biennial
