



PHOTOGRAPHIC IMAGES POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Steph Gattenby (Chair)
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Biennial
Date next review due	January 2012

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	January 2010	Checked against PSLA guidelines
1.1	February 2010	Clarification on when parents may take photos in Pre-school

Policy statement

At Lydiard Millicent 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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

Typical Uses of Photographs

At Lydiard Millicent 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

Photographs are normally only taken by Pre-school personnel. Parents and carers are only permitted to take photographs at, for example, the Christmas party 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 and are password protected. Staff do not store these photographs on their own computers.

Consent

Children are only photographed with the consent of parents/carers. Written permission is obtained when a child joins the Pre-school and the level of consent, including where the images may be used (eg personal records only, personal records and website) is noted for each child. 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

1. All children must be appropriately dressed
2. Avoid images that only show a single child with no surrounding context. Photographs of three or four children are more likely to include the learning context.
3. Use photographs that represent the diversity of children participating
4. Do not use images that are likely to cause distress, upset or embarrassment
5. Do not use images of a child who is considered vulnerable, unless parents/carers have given specific written permission
6. Avoid naming children in photographs or use first names only
7. Report any concerns relating to any inappropriate or intrusive photography
8. Remember the duty of care and challenge any inappropriate behaviour or language
9. Regularly review stored images and delete unwanted material
10. Photographs must not be taken in the cloakroom/toilet areas or in the nappy changing area
11. 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.

Training and Portfolios

During training, it is sometimes necessary to compile portfolios with photographs of children. These photographs should not show children's faces and parental permission should be sought. Staff should act responsibly in compiling these images. The Pre-school supervisor may ask to oversee the compiled images as part of the management process. For a portfolio compiled by the Supervisor, the Committee Chair may ask to oversee the compiled images.