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Photography & Photographic Images



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Policy

This policy is part of the companies wider commitment to safeguarding the welfare of children and vulnerable adults.

This policy is linked to Otters Nursery School Policies on Safeguarding, Mobile Phones and Whistleblowing.

- . As with online safety issues generally, risks to children and young people should be broadly categorised under the headings of: • content• contact• conduct• commerce.
- . These issues are to be managed by reducing availability, restricting access and increasing resilience.
- . This philosophy is to be applied to the use of mobile phones with cameras, cameras and any device that records photographic images through the Photography & Photographic Images Policy. Acceptable use and management of Photographic Equipment is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of Photographic Equipment is to be limited to specific times and uses as to be agreed with the designated Company Director R Angell Designated Person for Safeguarding. Any authorised use of Photographic Equipment is to be monitored and recorded. Safe and secure storage facilities are to be made available to store personal belongings as necessary.
- . Under no circumstances are images, video or audio recordings to be made without prior explicit written consent by the designated Company Director R Angell Designated Person for Safeguarding.
- . The aim of the Photography & Photographic Images Policy is to protect children and young people from harm, by ensuring the appropriate management and use of photographic equipment by all individuals who are to come into contact with the early years setting.

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The Photography & Photographic Images Policy will apply to all individuals who are to have access to and/or be users of the setting environment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, Company Directors, visitors, contractors and community users. This list is not to be considered exhaustive.

The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it is to be explicitly agreed otherwise by the designated Company Director R Angell Designated Person for Safeguarding. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the Senior Designated Person for Safeguarding is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.

Effective security procedures ensure that authorised individuals are to have access to work cameras & photographic equipment, which is to be password protected where relevant, and to be stored securely when not in use. All use is to be recorded and monitored by the Company Senior Designated Person for Safeguarding.

Work cameras & photographic equipment are to be clearly labeled, must remain on the premises at all times.

The only exception to this is for visits & outings and in circumstances where the Company Designated Person for Safeguarding has given written consent.

Photographic images of persons attending the Nursery, especially our children, may be used for recording events, activities or for recording learning & development for a child.

Photographic images may be shown on equipment around the Nursery, in development records or on the official Nursery website.

Written Parental consent is requested & required BEFORE any image of their child may be used.

Written consent is sought BEFORE any images of adults may be used.

Procedure

- . All staff, paid & unpaid, volunteers, students, parents and persons attending the Nursery must follow the procedure :

There are digital cameras available within the nursery and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.

Mobile phone technology may not be used to take photographs anywhere within the nursery premises including the grounds.

Use of Photographic Equipment for Volunteers, Visitors, Students and persons attending the Nursery :Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use photographic equipment & take photographs on the premises. Neither are volunteers or

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visitors permitted to take photographs or recordings of the children without the permission of the designated Company Director R Angell Designated Person for Safeguarding.

The Manager must ensure that every child whose image will be recorded has written parental consent to do so.

The Manager must ensure that every adult whose image will be recorded has given consent to do so.

The work cameras are clearly labeled and their use is monitored, content checked and accessible at all times.

Work cameras remain on the Nursery Premises at all times.

The only exception is during a visit or outing and their use must be recorded in the relevant Risk Assessment.

Written permission to remove any photographic equipment from the premises must be given by the Company Designated Person for Safeguarding R Angell.