

CAMERA AND IMAGE POLICY

To comply with the Data Protection Act 1998, we need parental permission before we can photograph or make any recordings of Pre-School children. On entry parents/carers with legal parental responsibility will be asked to sign a Pre-School contract within which they will/will not give informed consent to photographs/video recordings of their child/ren being taken by authorised personnel representing BRANSTON PRE-SCHOOL. This will include consent for any resulting images being displayed in digital photo frames where they may be visible at times in the foyer area, photographs or videos to appear on website, newsletter, parent partnership file, local media or for sale to parents/carers- such as a Christmas performance DVD recording.

Parents and carers are informed that additional consent will be obtained should images be taken or used by any other third party and used in publicity materials. They are entitled to withdraw consent or request to see photos taken at any time. Parents/ carers are reassured that at any time should their child refuse or become upset, no photographs/recordings will be taken.

As encouraged throughout the Early Years Foundation Stage, we have in place detailed individual learning journeys for all children in our setting, which will document, evidence and monitor their learning and development progress.

In all children's learning journeys, we will include observations of children at play, photographs and other information. The photographs could include individual and group play. It is likely that some of these group photographs will capture other children at play, so we therefore ask that parents/carers to give permission for any photographs of children involved in group play to be included in other children's learning journeys.

Parent/carers will also be able to restrict consent to only allow group photographs (which picture their child) to be included in specific learning journeys. If they would like to restrict consent to specific learning journeys they are requested to please state this in writing and return to their child's keyworker's. Please also note that should any parent/carer not grant consent to include group images in other learning journeys, relevant images will not be shared across the learning journeys of other children.

If permission is granted for the sharing of images across learning journeys, these images cannot be shared with others or publicised in any way without the

explicit consent of the parents /carer whose children may be included i.e. any social networking site.

It is the responsibility of the parent/carers to let us know if they want to withdraw or change consent at any time.

Parents/carers are asked to understand that any data included in their child's learning journey which relates to another child is for their information only and they are requested not to publicise or share it in any way.

Any photos/recordings taken will be for the use of BRANSTON PRE-SCHOOL and parents/carers, and we will therefore not share them with a third party without explicit authorisation or consent. We aim to minimise the potential for misuse by having effective safeguards in place to protect children. All photos/recordings will be taken by staff only with the Pre-School equipment and will be printed on site or loaded onto individual profiles. They will be deleted once printed or if not used.

On special occasions such as our Christmas show, we may plan to record the event on a DVD for sale to parents/carers. Should any parent/carers not agree with their child being photographed/recorded, we will consider alternative options, such as staging specific photo opportunities. We will only prohibit the use of cameras and video recorders as a last resort. Informed consent will be sought for this purpose on entry by means of the Pre-School Contract. Pre-School requests that parents/carers do not publish, upload or screen print such images or recordings in any way (e.g. social networking sites) to respect the privacy of individual children in line with Data Protection.

With respect to professional photographers, only a reputable photographer who can provide evidence of authenticity will be used. Their photographic identity should be checked on arrival. They will be viewed as visitors therefore appropriate supervision will be in place at all times to ensure no unsupervised access to children. They will be supervised by a person who is in regulated activity. They will be asked to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

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