



## Safeguarding children

### 1.23 Camera and digital photography: policy and procedures

#### Policy statement

Taking pictures and videos of the children are integral to nursery life, as we use them to illustrate our observations of the children's learning and development.

That said, we recognise that digital technology has increased the potential for cameras and images to be misused.

The following procedures protect children from any possible risk of harm that might arise from photography. These same procedures also help protect our staff from misunderstandings and damage to reputation that could arise around the use of digital images.

#### Procedures

- The school camera, iPads and iPods will usually only be used to take photographs and videos that illustrate our observations of children. The images will only be published on a child's Learning Journal.
- Occasionally we might take a picture of a child to be used in a display in the classroom.
- In either case, photographs and videos will only be taken of those children whose parents have signed the relevant consent permissions (contained in the Registration Form).
- Staff are not allowed to bring their phones into the classroom. We never take pictures of children on our personal devices.
- Parents, visitors and children are not allowed to bring cameras into nursery.
- Parents and visitors are not allowed to use mobile phones in nursery (as it's very difficult for us to police what those phones are being used for, and of course they all have cameras these days.) Staff will ask you (very politely!) to put your phone away or to go outside if you take a call while in the nursery.
- On special occasions, like Graduation and the Nativity play, cameras and phones will be allowed but only with the agreement of all the parents present and given a promise that the images are for personal use and will not be shared on social media.
- All the images we take will be used in a manner respectful of the eight Data Protection Principles. This means that images will be:
  - Fairly and lawfully processed.
  - Processed for limited, specifically stated purposes only.
  - Used in a way that is adequate, relevant and not excessive.
  - Accurate and up to date.



- Kept on file for no longer than is necessary.
- Processed in line with an individual's legal rights.
- Kept securely.
- Adequately protected if transferred to other countries.

**This policy was updated and reviewed in:**

<b>Reviewed date</b>	<b>Name</b>	<b>Signature</b>
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	