

St Marychurch Pre-school

Camera and Image Policy

Statement of intent

We believe the safety of children within our setting is of the highest priority and to this end we believe the use of cameras within the pre-school is an essential and integral part of everyday life and such technology should be used in a positive and responsible way.

Aim

The Pre-school does not allow the use of mobile phones, any image recording device, or personal technical equipment such as lap tops, I pads to be used in pre-school without prior permission of the manager. We aim to ensure a safer and appropriate use of cameras and images through agreed acceptable use procedures. This is to be in line with legislative requirements and will aim to respect the rights of all individuals.

Methods

- The camera and imaging policy will apply to all individuals who are to have access to and/or be users of work-related photographic equipment. This will include children, parents, carers, early year's practitioners and their managers, committee members, visitors and community users. This list is not to be considered exhaustive.
- The camera and image policy will apply to the use of any photographic equipment, including the storing and printing of images.
- The policy complies with the requirements of the Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and other relevant Acts regarding the taking and use of photographic images of children.
- All images 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

The use of personal photographic equipment and personal USB sticks is to be banned within pre-school
All photographs taken must be available for scrutiny and everyone must be able to justify any images in their possession

All images must be stored safely.

All practitioners have a duty to report any concerns relating to potential misuse and practitioners will follow the procedures on the whistle blowing policy.

All parents will give a signed consent for photographs to be taken under agreed itemised areas of their children on enrolment.

No identifying information will appear next to a child's displayed photograph.

Parents and carers will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose, without express permission, will be a breach of the Data Protection Act 1998

It is understood that the posting of images on websites may raise concerns but the value offered by websites also needs to be appreciated. No faces will be identified on websites, or Facebook without prior clearance from the Manager, to take into account those children whose parental consent has not been given for such publication.

Individual Learning Diaries and online journals are constructed by the Pre-school practitioners and are provided for the benefits of the individual child and their parents or carers. Parents must be aware that they are not permitted to 'publicise' another child's photograph without the agreement of the parent or carer of the child concerned, nor to share, distribute or display images without the relevant authorisation and consent from the parents and carers of all children captured in any of the photographs contained in the learning diaries and online journals.

Where written consent is gained and practitioners use photographs within their training portfolios then these will be monitored in their taking, making and any use of such images, by the designated safeguarding person for the pre-school. Any images which are to be deemed unsuitable for any reason will not be included and the designated safeguarding person will deal with the matter appropriately.

Images are to be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity. All images are to be stored and disposed of in line with the Data Protection Act 1998. All photographs will only be stored on portable storage devices for a temporary period and all photographs will be shredded.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.