

## Clutton Playgroup

### Policy for Photography and Videos



#### **Aim:**

The aim of this policy is to ensure that images of children are taken sensitively and are stored securely. All staff will be vigilant in ensuring that no parent, carer or visitor takes photographs of the children at the setting, without prior arrangement.

We have notices displayed in the lobby and in the hall asking parents and carers to leave their phones in the box supplied. Staff will also ask adults who are visiting the Cabin to put their phones in the box. Members of staff will leave their phones in their handbags.

Working with children will involve the taking or recording of images. The Committee and staff will ensure that any such work will take place with due regard for the law, and the need to safeguard the privacy, dignity and well-being of children. Within the starter pack, parents/carers are asked to sign to give their consent for photos to be taken of their children for the purpose of recording progress, displays within the cabin etc. Informed, written consent will always be sought from parents or carers before an image is taken for any purpose other than on the consent form.

Careful consideration will be given as to how activities involving the taking of images are organised and undertaken. Care will be taken to ensure that all parties understand the implications of the image being taken.

A copy of all photos taken of each child will be entered into their learning diary. All learning diaries are confidential and staff must ensure that, if they are taken home, confidentiality is maintained.

At the end of each year, all the photos we have taken will be printed and put into an album. This will be retained at Playgroup and become part of the history of the group. Parents or families will be able to ask the Committee for access to these photos and be able to take copies of them.

Adults will be sensitive to any children who appear uncomfortable with having their photographs taken, for whatever reason, and will recognise the potential for such activities to raise concerns or lead to misunderstandings.

The Committee will ensure that our present practice continues, i.e.:

- No member of staff, student or parent helper takes photographs of any child with mobile phones or other unauthorised equipment.
- Only approved equipment is used to record images.
- No images are taken that may cause distress.
- No images are taken 'in secret,' or in situations that may be construed as secret.
- Parents and carers are allowed to take photos/videos at sport's day and the Nativity play with the understanding that no images are to be shared on social network sites. If this practice is abused staff will enforce a 'no photos' procedure at these events.

At present we have no plans to connect to the internet at the Cabin so we do not have to worry about exposure to inappropriate material in that area.

Most importantly the Committee encourage all staff and parents to report any concerns about malpractice in the workplace without fear of repercussions.

The Public Interest Disclosure Act 1998 encourages people to raise concerns about malpractice in the workplace without fear of dismissal or victimisation, and helps to prevent cover up of serious malpractice.

We all have an individual responsibility to bring matters of concern to the attention of the Management Committee or the relevant external agency when welfare of children may be at risk.

This policy should be read in conjunction with our Data Protection and Safeguarding Policies.

This policy was agreed and adopted by the Clutton Playgroup Management Committee on

..... Signed ..... (Chair Person)

This policy will be reviewed in April 2019