



## Photography Policy

(Also refer to Confidentiality Policy, Data Protection, Social Networking Policy and mobile phone policy)

For the purpose of this policy the term "photography" and "photographs" refers to all still and moving images both digital and non-digital.

We will follow the below policy to do our best to ensure photos are used in an appropriate manner whilst still keeping the children in our care safe and secure.

At Little Oaks we appreciate that photography is an invaluable tool for recording children's developmental achievements. We also see it as a useful tool for staff development training. Photographs of children at play are also an effective way of marketing and promoting Little Oaks Pre-School in print and on our website.

We also appreciate that many parents and carers may wish to, on occasions, take a photographic record of their child at Pre-School as a memento of this stage in their child's life.

### Photography Permission

- To comply with the General Data Protection Regulations 2018, we need your permission to photograph or make any recording of your child.
- Parents will be asked to give or withhold written permission for a variety of photographic purposes when their child joins Little Oaks. This permission will be sought on the Enrolment form via a signature. This is on the understanding that the permission is given for photography for personal use only and that pictures that include images of other children or members of staff should not be shared via personal blogs or social networking sites unless specific permission has been obtained from the member of staff or parents of the other children. However, verbal permission will be sought from all parents and/or carers before photography is allowed by other parents/carers at school plays, etc.
- If additional permission is needed during the year, then this will be sought in writing or verbally as appropriate. Parents' and carers' wishes will be respected at all times and Little Oaks acknowledges that parents are entitled to withhold permission and that there are many legitimate reasons for doing so.
- Parents and carers are entitled to withdraw their permission at any time.

### Tapestry

- E-safety is extremely important and Little Oaks requests that no photographs, observations or videos will be published on any social media site, such as Face Book. Log-in details should be kept within trusted family members who also must agree to the guidelines set out in this policy.

## **Developmental Records**

- Photos of children will be taken in sessions as a record of their development and achievements. These will be included in their individual journals, 'Tapestry,' to share with parents on a regular basis, all photographs can only be accessed through Tapestry via a personal code.
- The digital images will be removed from the camera as soon as they have been added to the individual journals.
- Parents will be asked to give or withhold permission for photos of their child to appear in other children's journals.

## **Pre-School Computers**

- Images of children will only be stored on the office computer where they are needed for a future date. For example, for training purposes. When they have been used, they will be deleted.
- The school computer is password protected. All staff would have access to the stored photographs.
- Parents will be asked to give or withhold permission for images of their child to be stored on the school computer.

## **Website**

- Except for a small number of photos that appear on the home page (for which permission has been sought) all others are on a parental section accessible using a password which is common to all parents.
- Little Oaks only gives the password to those who have parental responsibility.
- Parents will be asked to give or withhold permission for photos of their child to appear on the website.

## **Year photos**

- A professional photographer comes to Little Oaks periodically to take whole class and individual photos. These proofs are sent home to all children.
- Parents could give their permission for their child to appear in such photos and for proofs including images of their child to be sent home with classmates.

## **"Family Books"**

- To build a sense of belonging and community, staff will ask parents and carers to bring in photographs of those who are close to the child, to make into a "family" book. It will be the decision of the parents and carers as to who is included in their child's book. When the child leaves Little Oaks they will take the books home with them or they will be destroyed.

## End of term singing sessions and plays

- When parents are to be invited in to see the children perform or to join us for a singing session, it will be made clear to them that verbal permission will be sought from all parents/carers who are present. If verbal permission is not given by everyone then photography/videos will not be permitted.

## Staff training

- Sometimes images of children at play could be used for in house staff training purposes or at parental information evenings.
- If this is the case, then written permission will be sought from the relevant child/children's parents. Once the images have been finished with, they will be destroyed.

## Other publications

- Written permission will be sought from any relevant parents prior to a child's picture being included in newspapers, magazines, etc.

As most mobile phones have cameras, parents and carers will be asked not to use mobile phones when on Little Oaks premises (unless for end of term sessions where permission has been given).

A list of any children for whom we do not have permission will be made available to all members of staff who will be expected to be diligent in ensuring parents' requests are respected., especially being careful when uploading group images to Tapestry.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

This policy was written & reviewed Apr 2012; reviewed May 2014, reviewed Nov 14, Reviewed Jan 15, Updated June 17. Nov 17, April 2018.