

# All Saints Nursery School

## Photography policy

We believe that photographs for school and family use are a source of pleasure and pride. We believe that they enhance self esteem for children and their families and so are to be welcomed.

In an age in which digital technology has vastly increased the use and potential misuse of photography and there has been publicity surrounding concern we need to fully understand the risks of a child being identified in a photograph or on a web site. On advice from Kent Police, the Kent Local authority and others we believe that the risk of a child being identified by a stranger is so small that providing reasonable steps are in place in terms of security, and names are not used in photographs to be used for circulation beyond the setting, the practice of photography should continue.

In some families there may be reasons why a child's identification is of particular anxiety and they will of course be able to withdraw consent for photographs to be used at any time.

We regularly take photographs of the children within the nursery school to be used in their learning journeys. These are shared only with the child's parents or carers. We also take photographs for display within the nursery on the walls and on a digital screen. We do not put names with photographs on display.

We hold parental permission for taking photographs and video for use in children's records and staff training purposes. Parents can make video recordings of nativity plays and other such events for their own personal and family use, as they are not covered by the Data Protection Act. Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). We ask parents not to share images or videos on social networking sites

We hold parental permission for photographs to be used (unidentified) on our website.

We hold parental permission for group photographs to appear in children's learning journeys.

Parents retain the right to withdraw consent at any stage, but they need to do so in writing.

Photographs are maintained on the setting computer while children are currently in the setting. Staff should be aware that images should not be removed from the settings computer and taken home.

### **Outside photographers**

Procedures ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present on the school site. Photographers are CRB checked.

The safety of children in the Nursery is paramount. Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. The only camera to be used for taking photographs is the Nursery School camera. No member of staff is permitted to use a personal camera or mobile phone to take pictures of children.

All mobile phones are to be switched to silent and kept in the office during session times, staff meetings and training sessions. They should never be used in front of parents or children. Absolutely no texting is allowed during session time with the children or at meetings.

Phones can be used during the lunchtime period only in the office area.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (Date)

Date to be reviewed \_\_\_\_\_ (Date)

Signed on behalf of the management

Committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_