



Mobile Phones, Cameras and Image Policy

Version Control Log

Date	Date agreed with Managers	Overview of changes
November 2018	8 November 2018	Reviewed and updated to reflect good practice

Introduction

The use of cameras is an integral part of everyday life but it is recognised that the use of digital technology has increased the potential for cameras and images to be misused. This understandably raises concerns about the risks that children can be exposed to. At Little Owls we aim to use technology in a responsible and positive way and the aim of this policy is to ensure that the use of cameras and the images taken are managed appropriately taking into account advice from the Plymouth Early Years Service as set down in the document 'On Line Safety- A Tool Kit for Early Years Settings' and the legislative framework requirements.

The use of photography is particularly crucial during The Early Years Foundation Stage as part of recording a child's development and, as a result, children are regularly photographed and filmed to provide evidence of their achievements. Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending and in compliance with this policy.

Official school photographs may be taken by qualified photographers and Little Owls will obtain parent/carer consent prior to the event. Little Owls will only use photographers who have an enhanced DBS in place. Photographers will be chaperoned during their time on the premises.

Little Owls uses an online reporting system for recording child observations - Tapestry - which includes film and photographs of children that can be shared by both staff and parents/carers. Tapestry state the following:

- *Our customers (schools, nurseries, child-minders etc) choose what data to store, who to store it about, what is done with it, and when it is deleted. We do not.*
- *We ONLY access the data stored by our customers in order to carry out our customer's instructions, to maintain or improve the service or to fix faults. That means that, even if we wanted to, we cannot use our customer's data for marketing.*
- *It also means we don't share data, unless a customer instructs us to (e.g., to transfer a child's data to a new school). We do use sub-contractors to process some of the data but we are responsible for their actions and have placed restrictions on what they can do.*

Aims

The aims of this policy are to:

Facilitate the use of photography for educational and record keeping purposes;

Respect the rights of the individual;

Safeguard individuals;

Allow personal family photography where possible.

Consent

General consent for the authorisation to take photographs and record images of children for educational purposes are sought from the parent or carer on the enrolment of the child to the Setting (see Appendix A for relevant section of the Registration Form).

Those who do not have parental responsibility for the child, e.g. Child minders will not be able to give consent, only consent provided by the parent or carer with parental responsibility will be accepted.

The parent or carer has the right to withdraw or refuse their consent at any time, and partial or restricted consent will be accepted as desired.

If images are to be used for other uses than those previously agreed such as for training needs of staff or publicity materials of the Pre-school then separate permission will be sought with details of how the images are to be used given.

Policy

1. Photographs of children taken throughout the day must be taken with Little Owls cameras/equipment only and by staff authorised to do so, the child's key worker for example.
2. Photographs are regularly taken by staff during indoor and outdoor play and for the purposes of uploading to the children's learning journey in Tapestry for parents\carers to view and/or comment on.
3. Cameras and other photographic equipment should be used for work related purposes only. Personal equipment must not be used by staff.
4. There should be no transferring of images to USB memory sticks, unfiltered web mail or unprotected mobile media.
5. The Designated Safeguarding Person (DSP) and the Deputy Designated Safeguarding Person (DDSP) reserve the right to view any images.
6. At Little Owls we aim to prevent unauthorised access to any stored images to ensure confidentiality and protect identity. The DSP and the DDSP are responsible for ensuring that images will be protectively stored and password protected and will remain on site at all times unless prior consent has been given.
7. There will be occasions where the press will be invited to take planned photographs of the children and Little Owls will ensure that parental/carer consent has been obtained before access is given. The press will be forbidden to take photographs of children where consent has not been granted or obtained.
8. All staff have a duty to report any concerns relating to potential misuse of images and should follow the Setting's whistle-blowing procedures.
9. Our staff and volunteers must not bring their own cameras or video recorders into the setting. Personal mobile phones with camera devices must be stored away in a secure area during working hours.
10. Little Owls has a strict mobile phone policy and visitors may only use their phones outside the building.
11. Photographs and recordings of children must only be taken for valid reasons, i.e. to record their learning and development.
12. Where parents/carers request permission to photograph or record their own children at special events permission will first be gained from all parents for their children to be included (see example events permission form - Appendix B).
13. Parents are not covered by the Data Protection legislation if they are taking photographs or making a video recording for their own private use and may take photographs or make video recordings at school events in full view of all attending. Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use.

14. Parents are not to post any video clips or photographs taken at Little Owls events on any social media sites if the images have any child than their own and/or member of staff included. Recording and/or photographing other than for private use would require the consent of the other parents/carers whose children may be captured on film. Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the Manager immediately.
15. Parental photography must not include any child whose parent/carer has refused consent for any reason. This may mean the Manager offers photography opportunities before or after the event of those who are authorised to be involved.
16. The purpose and context of any image/photograph will always be considered and images will not be taken of any child against their wishes.
17. Where there is an outing, the Setting's camera or photographic equipment may be taken for recording appropriate events during the outing. The equipment is the responsibility of the DSP and the DDS, who will ensure that it is used appropriately, kept safe during transport and returned to the Setting at the end of the outing.

Photographs will not be taken of any child who has suffered an injury and images which may cause distress, upset or embarrassment will not be used in any context. Taking of images in sensitive areas in the Setting such as toilets or changing areas is not permitted.

Storage and Disposal

Images of children will not be kept for longer than is necessary and any images stored will be password protected and will remain on site at all times unless prior consent has been given.

The DSL and the DDSL are responsible for ensuring that all photographs are permanently deleted from the computer hard drive and other relevant devices when the images are of no further use this should be checked at regular intervals.

Any printed, unused or excess photographs which are not used will be shredded.

If images are to be kept for a short period of time, they must be stored securely on the device hard drive and password protected. The device should then be stored securely with restricted access until all images have been safely deleted according to procedure.

Learning journeys

The information contained in each learning journey is specific to an individual, identifiable child and therefore it is to be treated as personal data. This means that such information is to be stored securely when not in use. The aim will be to avoid unauthorised access to potentially sensitive data.

Consent must be obtained from parents and carers should their child be photographed amongst a group of children; and where consideration is to be given to including that image in a learning journey belonging to another child. It will be anticipated that this will be a regular occurrence, as group activity shots are to be encouraged.

Where possible, therefore, 'blanket' consent will be requested from parents and carers for group images to be included in the learning journeys of other children. Parents and carers must be given the option to view any images before they are to be included in any learning journey, should they request to do so. Parents and carers will also be permitted to restrict their consent. This may mean that group images can only be included in specified learning journeys, for example, those which belong to close friends. Should it

not be possible to obtain consent, the relevant image must not be shared across learning journeys of other children.

Individual learning journeys, although to be constructed by Little Owls staff are to be provided for the benefits of the individual child and their parents or carers. Parents and carers are therefore to be given the responsibility for choosing what to do with any personal data contained in the learning journey, once it is in their possession. However parents must be made aware that they are not permitted to 'publicise' another child or young person without the express agreement of the parent or carer concerned. Parents and carers must therefore be reminded that they must not share, distribute or display said images without relevant authorisation and consent from the parents and carers of all children captured in any of the photographs.

Preschool Contract		
<p>Our preschool offers supporting services as outlined in our prospectus. However, parents are the first and most important educators of their young children. The work of the group cannot be fully effective unless the preschool and the families work together in the child's interests. Parents/carers are asked to read and sign the statement below as an expression of this shared commitment.</p>		
<p>Policies I/We have read the preschool's policies and accept that the preschool will be run in accordance with these. I/We agree to comply with the safety policies and procedures of Little Owls Preschool.</p>		
<p>Parent/Carer Participation At Little Owls we acknowledge and respect parents/carers as their child's first educators. From the child's induction and settling in time, day-to-day care to assessing and planning, we consult with parents/carers; valuing and including their input. In our under 2 room we keep communication books on each child and share the contents with the parents/carers each day. We use Tapestry for our Learning Journey's and provide regular updates to parents/carers; encouraging two-way communication and facilitating parental/carer involvement in their child's education and care. As well as daily hand-over discussions and our open door policy, parents/carers are invited for regular reviews on their child's progression.</p>		
<p>Shared Record Keeping I/We will contribute to the recording of my/our child's development, working with the staff to identify and meet my/our child's educational, personal and social needs and to implement decisions taken in the interests of the child.</p>		
<p>Punctuality I/We will not be late for collecting my/our child from preschool. If it looks like I may be late, due to extreme traffic etc., I will contact the preschool as soon as I am aware of this. I/We understand that there is a late collection fee of £15.</p>		
<p>Learning Journey Each child has their own online learning journey. We use the Tapestry software. We take photographs of the children and add written observations. You will be sent a link to your child's learning journey, where you will be able to set up a password. Are you happy with this?</p>		
YES	NO	
<p>Photography We also take photographs/videos of the children for displays in the preschool and for advertising. Are you happy with this?</p>		
YES	NO	
<p>Walks We occasionally take children for short walks and visits to local places of interest. We will ensure that there are sufficient adults accompanying the children. We will inform you of bigger outings. Are you happy with this?</p>		
YES	NO	
<p>Sun Cream I/We consent to sun cream being applied to my/our child.</p>		
<p>Absences I/We will inform the preschool if my/our child is absent for whatever reason.</p>		
<p>I/We consent to the preschool seeking emergency medical advice and treatment for my/our child in the event that I/We cannot be contacted.</p>		
Signature: Date:	Date:	Signature:



I/We have read and agree to all the terms outlined above.

Signature:
Date:

Date:

Signature:

Appendix B

Dear Parents & Carers

Please complete the following permission slips for our forthcoming events:

Christmas Carols - Photography

We will be holding a Christmas Carol event with the children and ask for your permission to allow photographs/video recordings to be taken by a nominated member of staff.

Little Owls Pre-School Facebook Page

We are in the process of creating a Little Owls Pre-School Facebook page and ask for your permission to publish activities and events that may feature and include your child.

Please circle as appropriate:

I give/do not give my permission for my child to be photographed or videoed at the Christmas Carol event.

I give/do not give my permission for images of my child to be shared on the Little Owls Facebook page.

Child's name:

Parent/Carer name:

Parent/Carer signature:

