

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

### Trinity Pre-school – Taking Photographs

#### Policy statement

Photographs are a valuable tool for recording and assessing children's activities and achievements. They are also a useful means for publicity and promotion for the setting. This policy details the procedures we have in place to safeguard children and adults, and to ensure that images are not misused. The policy is based on the key principles of the right to privacy and safeguarding children. It covers still, video, electronic and phone photographic images wherever they are used.

The good practice outlined below is intended to protect our children whenever photographs are taken and used. In addition, we have a duty under Human Rights legislation and the Data Protection Act 1998 to respect the right to privacy of people in photographs.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

#### Procedures

Photographs are normally taken and used for the following purposes:

- Displays of the children's work/activities
- Personal records of achievement for each child

- Pre-school web site

Photographs are normally only taken by pre-school personnel. Parents and carers are only permitted to take photographs at pre-determined events such as the Christmas party. The pre-school supervisor will make it clear at each event whether or not parents/carers are permitted to take photographs. If a photographer visits the pre-school to take portraits, parents will be notified in advance and the photographer will be supervised at all times.

Photographs are stored on the pre-school computer and are password protected. Staff do not store pre-school photographs on their own computers.

### **Consent**

Children are only photographed with the consent of parents/carers. Written permission is obtained when a child joins the Pre-school and the level of consent, including where the images may be used (eg personal records only, personal records and website) is noted for each child. The pre-school Supervisor is responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent.

Children featured on the website will not be named.

### **Guiding principles for photographs:**

- Children will be photographed only with the consent of a parent or carer
- All children must be appropriately dressed
- Avoid images that show a single child with no surrounding context. Photographs of three or four children are more likely to include the learning context.
- Use photographs that represent the diversity of children participating
- Do not use images that are likely to cause distress, upset or embarrassment
- Do not use images of a child who is considered vulnerable, unless parents/carers have given specific written permission (Portraits)
- Avoid naming children in photographs or use first names only
- Report any concerns relating to any inappropriate or intrusive photography
- Remember the duty of care and challenge any inappropriate behaviour or language

- Regularly review stored images and delete unwanted material
- Photographs must not be taken in the cloakroom/toilet areas or in the nappy changing area
- The use of staff camera phones in the pre-school is strictly prohibited
- Staff are required to secure their personal mobile phones in the staff room whenever children are on the premises

Parents and carers should be made aware of the need for sensitivity and respect when filming/photographing events featuring their own child(ren). The Pre-school should monitor the use of cameras at these events and ask anyone behaving inappropriately to cease filming/taking photos.

Parents and carers are asked NOT to post pictures, taken at school events, on social networking sites or any other insecure file sharing websites when they include images of children other than their own.

If children photograph each other, for example, as part of ICT, the guidelines for these photographs are the same as the general guidelines detailed above.

### **Training and Portfolios**

During training, it is sometimes necessary to compile portfolios with photographs of children. These photographs should not show children's faces and parental permission should be sought. Staff should act responsibly in compiling these images. The pre-school supervisor may ask to oversee the compiled images as part of the management process. For a portfolio compiled by the Supervisor, the Committee Chair may ask to oversee the compiled images.

### **Legal framework**

Human Rights Act 1998

Data Protection Act 1998

This policy was adopted at a meeting of Trinity Pre-school Committee name of setting  
 Held on \_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory

\_\_\_\_\_ Stephen Calcott

\_\_\_\_\_ 05/01/2011

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

\_\_\_\_\_ Committee Member