



## Use of Images

### Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2014). Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

### Procedures

Carlton Playgroup Ltd will seek written parental consent to take photographs and use video recorders. This consent will be kept in the child's records. Where consent has been withheld, all staff will be made aware and this will be highlighted in the child's records.

Digital photographs and recordings will be stored on the playgroup laptop, which is password protected. In the event that playgroup ceases to operate, then all photographs will be shredded or deleted from the laptop.

Playgroup's digital camera/s or memory cards must not leave the setting. Photos are printed in the setting by staff and images are then removed from the camera's memory.

Photographs may be taken during indoor and outdoor play and displayed in albums, on the wall or in a child's development records for children and parent/carers to look through.

Often photographs may contain other children in the background.

Events such as sports day, outings, Christmas events and fundraisers may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.

Where parents/carers wish to take photographs of such events, then they must sign written confirmation that they will not publish any of these photographs that contain children other than their own in any public domain including, but not limited to, social media websites such as Facebook or equivalent.

This written confirmation will be kept with the child's records or in any other secure place as the Manager may decide. Such written confirmation will be obtained, generally, at the outset of a child's time at Carlton Playgroup and all parents/carers will be reminded of this at the outset of any specific event.

On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our playgroup via our Web site or in promotional literature, local newspapers etc. However in this instance, specific, written parental permission will be required and no images will be used without this permission.

Where a parent has refused this permission, then all staff will be made aware of this and this will be highlighted on the child's records.

Many mobile phones have inbuilt cameras so staff mobile phones should be turned off and must be not carried around in staff pockets and must be locked away in the filing cabinet.

