

Policy 1.12

Fazeley Pre-school Photography & Filming Policy

Photography is a really important method of recording the progress of children in Pre-School. It also helps us to provide evidence to outside agencies of the quality of the provision we offer. However, it is vital to remember that photography can be used and distributed inappropriately, across a wide range of media.

The Pre-School has considered the risks and the following procedures are in place: -

We request that all photographic equipment be kept securely in the stock cupboard when not in use

Parents and Carers

- we explain to parents/carers why caution with regard to photography is necessary
- we inform the parents/carers of the purpose of the photographs that we take
- we inform parents/carers and seek their consent for any photograph which is to be used for promotional purposes in any type of media or at any pre-school event
- we inform parents/carers that photographs and videos can only be taken at events such as the Christmas Performance/trips when every parent/carer has given their written permission for this to happen. If a parent/carer does not give consent for photography; then before the event/trip starts the pre-school leader will inform parents /carers that photographs are not permitted during the performance/event, but there will be an opportunity to take photos at the end of the performance/event which will be indicated by the preschool leader.

Professional Photographers

- we ensure any professional photographer, i.e. when a photograph is being taken for the newspaper, understands the content required
- we permit them to publish only limited children/young people's details, i.e. only their first name and their age (not date of birth) alongside their photograph in newspapers, etc.
- we use professional photographers – Lumiere Photography for fundraising photographs. They have strict procedures on their own storage of images
- videos are taken of events such as the Easter Bonnet Parade and Christmas Concert and sold for fundraising purposes. Parental permission is sought before this can happen

Staff

- we take photographs openly and away from changing areas and toilets.
- we seek written consent from parents/carers for their child to appear in the background of photographs that are to be used in other children's Learning Journeys, where this could not be avoided.
- we use only the Pre-School camera.
- we ensure that staff understand that all photographs should only be used in a child's Learning Journey or for display use within the Pre-School. They should not be used outside the Pre-School unless full consent has been sought from the Pre-School Leader and the parents/carers (this may be for publicity or information purposes)
- photographs taken with the Pre-School camera are downloaded onto the Pre-School computer used by the Manager at home for printing for use in Learning Journeys. These photographs are deleted once they have been printed. Occasionally photographs may be saved to be used in the Prospectus or on the Website but only if parental consent is given. Once the photographs have been uploaded to the Website or used in the Prospectus they are deleted from the camera and the computer
- photographs with parental permission are posted on the settings photo blog

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras.

Links into other Policies:

Confidentiality

Documentation

The learning Environment

Safeguarding Children

Working in Partnership with Parents

Data Protection

This Policy was adopted on 9th November 2016 and will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee

Maria Haden
Chairperson