

BEAMINSTER PLAYGROUP

CAMERA & IMAGE POLICY

AIM

To ensure the safe and appropriate use of cameras and images within the Playgroup and to ensure staff and parents are aware of what use is acceptable.

PROCEDURES

The use of cameras and other photographic equipment will be authorised by the Manager.

Where practical, only the Playgroups camera will be used and this use will be restricted to work related purposes. The use of personal photographic equipment is prohibited unless authorisation is obtained from the Manager and details of the use are recorded.

Any images taken will not be transferred via unprotected or unfiltered email or via unprotected mobile media.

The Manager will view all images that are taken and is authorised to withdraw or modify a staff members access to the camera. All staff, including the Manager, must ensure that all images are available for scrutiny and must be able to justify any images in their possession.

The Manager is responsible for ensuring the safe storage and disposal of images. The Manager will ensure that all photographs are permanently wiped from memory cards and other relevant devices once the images are no longer of use.

If images need to be kept for a short period of time, they must be protectively stored and password protected on the computer hard drive or other appropriate storage device.

All images, including those held within learning journeys should remain at the Playgroup unless prior consent has been given by the Manager.

The Manager is responsible for ensuring that all images will be handled as personal data and deemed to be of a sensitive and confidential nature.

All staff, including the Manager, have a duty to report any concerns relating to misuse.

All parents/carers are required to read and complete the 'Image Consent Letter and Form' before any images of their child can be taken. Only consent by a parent or carer with parental responsibility will be accepted.

All parents/carers are required to read and complete the 'Consent to use an Image Form', 'Learning Journey Consent Form' and 'Learning Journey Trust Statement' to establish for what purpose they agree to any images being used.

Images of children that no longer attend the Playgroup will not be used unless specific consent has been obtained to cover this extended period.

Photographs will not be taken of any child who appears uncomfortable with having their picture taken.

Photographs will not be taken of any child who has suffered an injury.

Images which may cause distress, upset or embarrassment will not be used.

Images of children will only be taken when they are in full and suitable dress.

The taking of images in sensitive areas, such as a toilet cubicle, are not permitted.

If a member of the press is invited to take photographs of an event, their identity will always be verified and they will be supervised at all times. No authorisation will be given to unscheduled visits by the press under any circumstances.

When an image of a child is displayed the child's name or any other identifying information will not appear in any caption or accompanying text.

All parents/carers should read and complete the 'Photography Acceptable Use Agreement' before being allowed to take photographs of their children at a group event.

Images of children will not be displayed on the Playgroups website.

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.