



11.4 EYFS Photographs Policy

Policy Statement

At Faringdon Pre-school we use photographic images to record children's progress and development during their time at the pre-school. We also use photographs for publicity and promotions. 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 rights to privacy and safeguarding children. It covers electronic 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 the Human Rights Legislation and GDPR to respect the rights of privacy of people in photographs.

Procedures

At Faringdon pre-school, photographs are normally taken and used for the purpose of displaying children's work and the children's personal records of achievement, as well as publicity such as our newsletters.

Photographs are normally only taken by pre-school staff. Parents and carers are only permitted to take photographs at (for example) the Christmas party in the pre-school room. The manager will make it clear at all events whether parents/carers are permitted to take photographs. If a photographer visits the pre-school to take portraits, this is notified to parents/carers separately and the photographer is supervised at all times.

Photographs are stored on the pre-school laptop and Ipad's and are password protected. Staff **do not** store these 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 (personal records only, displays etc) is noted on each child. The pre-school manager is responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent.

Guiding principles for photographs

- All children must be appropriately dressed.
- Avoid images that only show a single child with no surrounding context. Photographs of three or four children are more likely to include 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.
- Avoid naming children in photographs or use first names only.
- Report any concern relating to any inappropriate or intrusive photography.
- Remember the duty of care and challenge any inappropriate behaviour or language.
- Photographs must not be taken in the cloakroom/toilet areas or in the nappy changing area.
- Only use of the pre-school photographic equipment is permitted.



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Parents/carers should be made aware of the need for sensitivity and respect when 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 taking photos.

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.

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 manager may ask to oversee the compiled images as part of the management process. For a portfolio compiled by the manager, the committee chair may ask to oversee the compiled images.

At the end of each academic year, all photographs will be deleted, in accordance with GDPR.

This policy was adopted by	Faringdon Pre-School	<i>(name of provider)</i>
On	25 th May 2018	<i>(date)</i>
Date to be reviewed	25 th May 2019	<i>(date)</i>
Signed on behalf of the provider	<i>Laura Murray</i>	
Name of signatory	Laura Murray	
Role of signatory (e.g. chairman, director or owner)	Chairperson	