



LADYBIRDS
NURSERY




Camera & Photographing Children Policy

Safeguarding

Procedures







The majority of occasions when people take photographs of children and young people are valid and do not provide any cause for concern.

Unfortunately, however, there are occasions when this not the case, these are some of the risks associated with photographing children:

-  The collection and passing on of images which may be misused
-  The identification of individual children to facilitate abusers
-  The identification of children in vulnerable circumstances

Photographs are a valuable tool for recording and assessing children's activities and achievements at Ladybirds Nursery.

There are six main points that we take into consideration:

-  Consent and Permission
-  Reason and Purpose
-  Appropriateness of Images
-  Identification of Subjects
-  Photography for Public Displays
-  Use of Mobile phones

Consent

The consent of parents/Carers will be sought and permission given before any photography of a child is taken. Parents sign the declaration on the registration form before a child start nursely to give permission or not.

Reason and Purpose

Photographs will only be taken by an authorised person and only using the nursery equipment.

Photographs will be taken throughout the day during normal activities, these photographs go into the child's individual file, occasionally the child will be photographed with their friends, permission is sought in the permission signatures to allow us to put other children's photos in the friend's files.

Photographs will be taken on special occasions, birthdays, and special celebrations.

A child will never be photographed when having their nappy or clothing changed.

Photographs may sometimes be taken of the smaller children taking part in painting where the children paint using their bodies, or water play. Nappies will always be worn during this activity

Photographs will be printed in the nursery using the office photocopier, no camera will be taken and printed elsewhere. The pictures are deleted from the camera after printing.

Photographs will be used for children's learning journeys, and displayed on the wall, again with parental permission.

There are clear guidelines for staff around taking photographs of the children and what Ladybirds Nursery expects of them relating to this matter.

We make it clear of the reasons we wish to photograph the children, for the use of observations, displays, and to capture what the child has achieved.

We ask permission to put photograph on the nursery Facebook page and the Website

Identification of Subjects

Particular care is taken when taking photographs to ensure that children who are not permitted to have their picture taken is not identified in the picture. We take regard for Looked After Children, or children who are victims of parental violence. We risk each individual case separately and take into account each individual personal circumstance.

Staff are aware that they must check the child's individual file before any photograph is taken to establish if there is consent or not.

Photography for Public Display

Should we hold any public event, then we would ask the press to follow our own policy for photographing children. We ask that no images are taken without the parental consent on the day.

We will ask to see the policy of the press company who is attending the event.

Use of Mobile Phones

Photographs will only be taken with the digital cameras owned by the nursery. Photographs will never be taken on any mobile phone under any circumstances. Staff mobiles are not permitted into the nursery rooms, and parents are asked not to use their phones whilst dropping off or collecting their child.

Visitors to the nursery e.g. tutors are asked to leave their phones in the office whilst they visit the student.

Visits suspended during coronavirus outbreak

Date Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date Reviewed June 2020 (includes Covid 19 information)

Date to be Reviewed August 2020

Date Reviewed

This policy will be altered sooner than the review date should any information become available.