



Safeguarding children, young people and vulnerable adults procedures

CP4 Photographs

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We will refer to the Safer Use of Images Guidance from Southend Safeguarding (Children's) Partnership.

Procedures

The use of Mobile Phones, iPad and other related items

- Mobile phones are not to be used when staff are working with children.
- If it is necessary to have access to the mobile phone, this must be kept with the main telephone in the Children's Room and any calls received or made conducted by the main telephone.
- Visitors to the setting are advised at the start of their visit that they may keep their mobile phone on them but if they have to receive or make a phone call, they should position themselves by the main telephone in the Children's Room to do so.
- Taking photographs of the children is one of the key ways in which we support children's development and engage parents in children's learning.
- Consent for images to be taken and displayed is sought at induction.
- On an annual basis, a reminder will be sent to parents/carers (via newsletter) asking them to indicate changed circumstances or if they would like to withdraw permission for their child to be photographed.
- The iPad used within the setting, either on site or on outings, will be the setting's designated iPad. The iPad is available for all members of staff to use within the session. When not being used during the session it is stored in the 'main cupboard'. Whilst it is not hidden away, it is not easily seen by those who do not know where it is kept.
- All staff are vigilant that only members of staff have access to the iPad.
- Visitors are always accompanied and do not have access to the iPad.
- When the preschool is closed the iPad is stored in a lockable fireproof cupboard along with other confidential paperwork.
- Only the management team have keys for this cupboard.

- A designated person – Joanne Waelend – is responsible for printing the photographs from our iPad and collects them promptly from the printer which is situated within the main church office. All church staff are DBS checked and only authorised people are permitted to enter the office. At this point the photographs are for displays and Senco visuals within the setting. The photos are stored on the setting's iPad, should we need to refer to it at a later date. Photographs are stored on the iPad for the duration of the child's time with us and then deleted.
- The photos will be displayed on the wall within the setting.
- Photos will not be stored on home computers.
- The photos will be used within the church and pre-school setting.
- We also take photos and video of the children on our Kindle Fires to upload to our online learning journal - Tapestry. Once uploaded, we delete the images from the Kindles.
- Written or verbal consent will be sought from staff members to use their image.

Visitors

- A 'no photograph' sign is displayed for visitors that attend the pre-school during normal sessions.
- Assessors are asked to prove they have immobilised the camera part of their device so that photographs or videos are not taken of the children without our knowledge. They are advised the manager may wish to look at their devices before they leave to ensure no unauthorised photographs or videos have been taken.

End of Term Parties/Pre-School Celebrations

- We recognise the wish of parents to take photographs at pre-school events to document the events that take place in their children's lives and therefore permit photographs to be taken at end of term parties and pre-school celebrations.
- At pre-school events, parents/carers are reminded that if they should take a photograph of their child and it includes another child, they are not to share this photo in any way unless they have that parents/carers permission. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- However, these photos/videos must not be sold and must not be put on the web/internet as that convenes Data Protection legislation.
- We will warn parents beforehand (via newsletter) that videos/photos will be taken giving parents time to inform us if they do not wish for this to happen. Discussion on how we can all assist this will be made and a plan of action decided on before the event takes place.
- A verbal reminder that photographs will be taken is given during the spoken introduction on the day of the event.
- Parents must not use photos from their child's online tapestry account for social media use.

Photographs taken by outside agencies (e.g. newspapers)

- Should an outside agency wish to take photographs, then parental permission will be sought via a signed declaration. Unless agreed by the parents/carers, the name of the child will not be given.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- General Data Protection Regulations (GDPR) (2018)
- The Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006)

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

20/9/11

Date to be reviewed

Reviewed: Autumn Term 2022

Next Review: Autumn Term

2023

Signed on behalf of the management
committee

Vicky Baker – Chair

Tracy Parkins - Manager
