



## Stepping Stones Pre-School Camera and Image Policy

Cameras are an important way for children to learn about technology and for practitioners to record children's progress in their learning journeys. However this technology could be misused by individuals and potentially put young children at risk of harm. This policy aims to ensure safe and appropriate use of cameras and images through using acceptable and correct procedures to promote effective safeguarding practice.

This policy will apply to all individuals who have access to or use work related photographic equipment. This will include children, parents/carers, early years practitioners, volunteers, students, committee members, visitors, contractors and other setting users. This policy will apply to photographic equipment, mobile phones and portable gaming devices with inbuilt cameras as well as other forms of digital technology for storing and printing images.

**The Designated Safeguarding Lead is Val Cuff and Deputy Safeguarding Lead is Donna Peters with responsibility for ensuring the acceptable, safe use and storage of all camera technology and images.**

This policy complies with the requirements of the Data Protection Act 2018, The General Data Protection Regulations, Freedom of information Act 200, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.

Images in the setting will only be taken on the designated camera or I pads of the setting. These will be use fairly and for a stated purpose only. Images will be kept on file for no longer than is necessary and kept securely.

All early years practitioners must adhere to this policy at all times. The Camera and Image Policy should be used in conjunction with the Acceptable Use Policy

and the ICT Misuse Policy. It is recognised that different individuals be given different levels of responsibility in terms of authorised use.

The transfer of images via a USB Stick and web mail is only done with parental permission for the purpose of local paper articles and only by the Safeguarding Lead or the Deputy.

All images are available for scrutiny to ensure child safety. A whistle blowing policy is in place to encourage the reporting of any concerns by all practitioners.

The Safeguarding Leads are responsible for ensuring the safe storage of all images, in accordance with the Camera and Image Policy. Practitioners have a duty to report any concerns relating to potential misuse. Clear whistle blowing procedures are in place.

General signed consent to take photographs or record images of children will be sought from parents or carers at the enrolment of their child. Only consent from parent or carer with parental responsibility will be accepted. Parents and carers have the right to withdraw consent or restrict the consent as they see fit. Consent to use images will lapse when the child leaves the setting.

It is recognised that children could be exposed to potential risk if images are misused, including:

- the making, taking and distribution of inappropriate and indecent images.
- grooming (the process by which child sex offenders and paedophiles will befriend victims through direct or indirect contact, often preceded by efforts to gain personal information about the child).

Such incidents are rare but to minimise such risks practitioners need to have a full understanding of what constitutes a risk and understand the steps that should be taken to ensure children's safety. This will include signing up to an Acceptable Use Agreement (in line with the Acceptable Use Policy).

Images which may cause distress, upset or embarrassment will not be taken. Children who do not want their pictures taken will have their wishes respected. Careful consideration will be taken when taking pictures of children who are doing physical education and photos will not be taken while having swimming

lessons. No images can be allowed in the toilets, changing rooms or changing area. Stored images and images for local papers will not contain children's names or other identifying information.

The taking of images of children will not be taken in a one to one situation unless there is an agreed specified reason for doing so. Using cameras in such a way may be open to misinterpretation and this may leave both practitioner and child in a vulnerable position and it is therefore not accepted in practice.

Images will not be taken of children when they suffer an injury. Medical help will be sought for accidental injuries and the Safeguarding Policy will be implemented for non accidental injuries.

When a press photographer is invited to celebrate an event their identity must always be verified. Professional photographers will be expected to guarantee to act appropriately to prevent unauthorised or unlawful processing of images and will insure against accidental loss or destruction of personal data.

Photographers must comply with the Data Protection Act 1998. Images are only used for specified purpose and will not be used in any other context.

Images are not disclosed to any third party unless it is a specific requirement to do so to fulfil the requirements. Photographers will not have unsupervised access to children.

Parents and carers are not covered by the Data Protection Act 2018 if they take photographs or make a video recording for their own private use. The Act does not prevent parents and carers taking photographs or making video recordings of their own children within the setting e.g. during nativity plays. The right to refuse parent and carers the opportunity to take photographs and make videos is however reserved. Parents and carers must gain permission from the Safeguarding Lead prior to taking images of children for their own use only. The right to withdraw consent is retained.

Some parents may not want their child's image to appear in the press or in other parents recordings and their rights will be respected. As part of the intake parents views will be sought.

## **Learning Journeys**

The photographic images used in tracking children's progress are a valuable source of information to record special moments and achievements. The information contained in each learning journey will be treated as personal data and will be stored securely when not in use to avoid unauthorised access to potentially sensitive data.

Consent must be obtained from parents and carers if their child is photographed amongst a group of children and where the image is include in another child's learning journey. Parents have the right to restrict or terminate this consent. Parents who have other children's images in their child's learning journey are not allowed to publicise another child without the agreement of the parents concerned. Parents must not share, distribute or display those images without relevant authorisation and consent from the parents and carers of all children and young people captured in any of the photographs.

## **Practitioners**

During training practitioners may be required to compile portfolios of work to evidence their own learning. The Safeguarding Lead has responsibility to monitor the taking and use of images. Any images that they deem to be unsuitable should not be included and will be deleted. Parental consent will be sought to use any child's image in a training portfolio.

## **Storage and disposal**

Images will be stored and disposed of securely. Images will be kept for as long as necessary and then wiped from memory cards by formatting them, wiped from the computer or other relevant devices once they are no longer of use. Images on the computer will be password protected and devices will be stored securely with access restricted. All learning journeys will remain on site at all times.

The following aspects of security are managed to ensure security:

- Physical security - effective locking of laptops and cameras in a secure filing cabinet to prevent theft.

- Digital security - stringent measures are implemented to ensure digital security. Technological advances which could put online systems at risk will be monitored and security will be updated as and when required.
- All security procedures will be subject to constant monitoring and review.
- Tapestry on line learning journeys have their own contract of use.

**THIS POLICY WAS ADOPTED AT A MEETING OF  
THE PRESCHOOL HELD ON (DATE) .....  
SIGNED ON BEHALF OF THE PRESCHOOL.....**