

Safeguarding Children

St.Mawgan Pre-school policy for Use of Images of Children, Young People and Vulnerable Adults in our Setting

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Policy statement

The safety and welfare of the children within our care is of utmost importance.

We use images of the children attending our pre-school for a number of reasons such as, for their Journey Books, to support their development, photo albums for the children to look through, displays and, in some cases, on our web site and in our local media.

Most childcare provisions use digital cameras in the day to day running of the group in some capacity as this can play a very important part in communicating with the children, aiding their development, as well as allowing parents/guardians to see what their children access whilst at pre-school.

We also encourage the children to take photographs of each other, as this promotes confidence, independence, and allows for children to be comfortable with the use of ICT.

Permissions for taking digital images of the children are sought from the legal guardian for each individual child on starting the setting. Our permissions cover all the different reasons for taking photographs (as mentioned above) and each can be agreed or disagreed with on a case by case basis.

Procedures;

- Staff, students and volunteers are NOT allowed their personal mobile phones or cameras within the pre-school premises under any circumstances.
- Parents are asked to refrain from bringing their mobiles on the premises at any time.
- Staff should only use our settings camera and not bring in their own, this includes camera phones.
- Where our provision appears in local advertising, such as the web site or local paper, no child will be named.
- Parents who have previously given permission for their children to appear on our website, will be informed if they do so.
- Any photographs that are no longer needed e.g. from past displays etc, are stored in each child's individual folder or given to the parents/guardian of the child.
- All photographs kept must be relevant.
- Parental permission forms are in place for taking photographs and information is given as to what we intend to use them for, especially when it is for external use.
- If we use photographs of children taken outside of the setting e.g. at home or on holiday, we will let the parents/carers know how we plan to use the photographs and will assume permission is given by the parent.
- We provide appropriate supervision when children are using ICT equipment.
- Confidentiality of our setting is respected when staff and committee members use Social Networking Sites at home in their own time.
- Nicky Seeley and Sophie Churchill will check that ICT equipment and resources are being used responsibly and that the policy is not being breached.
- During open events e.g. nativity/fun days etc. ALL parents must provide permission before any photos/filming is carried out, or only photos of individual children at the end of the event.
- Where possible storage and developing of photographs should only take place on the premises. If this is not possible then we must provide a designated memory stick, which is regularly checked and stored securely by the Manager. Photographs should not be stored on a member of staff's home computer.
- Photographs or digital images of children will not be stored on the preschool laptop.

- Images that are to be placed on the website, following permissions, will be transferred to the designated committee member or the manager’s home on a password encrypted memory stick. No image will be stored on home computers and the memory stick will be returned to preschool as soon as is practical. Written permission will be gained on the back of each photograph to added to the website.
- The settings memory stick will be signed out and returned in front of a witness, Manager, Deputy Manager or Supervisor.
- Photographs of children should not be emailed to parents. If parents request to receive photographs of their child other than through their Journey Book, the photographs should be printed off and if cost is an issue, parents are requested to make a voluntary contribution to cover costs.

This policy was adopted at a meeting of
St. Mawgan Pre-school

Held on

Date to be reviewed

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)
