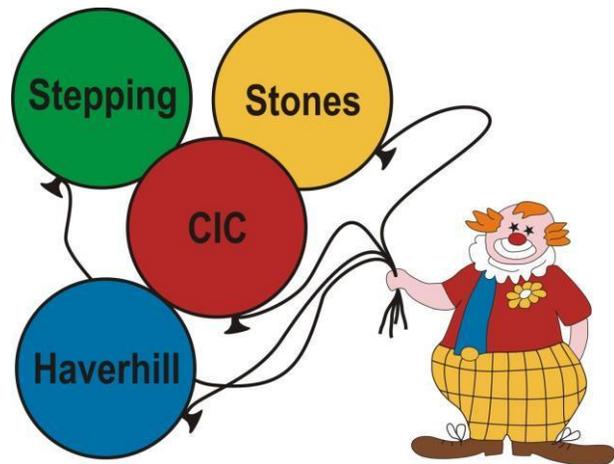


## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.



### Safe Guarding Children

#### 47. Photographs taken in / out of setting

Here at Stepping Stones Childcare and Education CIC we operate a photograph policy because ***'it is our duty to protect the children who are in our care whilst supporting families' desire to record important memories'***.

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 promotion. 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 right to privacy and safeguarding children. It covers still, video, electronic and phone 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 Human Rights legislation, Data Protection Act 1998 and GDPR 2018 to respect the right to privacy of people in photographs.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, Social and emotional development

## **Policy Statement**

### Children's personal safety

- We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- All children are supervised by adults at all times
- Our nursery is designed so that no member of staff is out of visual contact from another member of staff at any time.
- We aim to always have at least two members of staff on the premises whenever children are present.
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.
- Staff are not allowed to carry mobile phone on them during sessions.

### **Security measures in place**

- We have systems in place for the safe arrival and departure of children.
- The times of the children's arrival and departure are recorded.
- The arrival and departure times of all adults (staff, volunteers and visitors is recorded.
- Photographs of staff are displayed at the entrance.
- Entrance locks on the entrance to the class room.
- At busy times a member of staff will greet parents/carers at the main doors to the main room when they arrive and depart.
- All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and password must be given when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the child's parents will be contacted for clarification.
- Our systems prevent children within our care from leaving our premises unnoticed.
- Personal possessions of staff are stored safely during sessions.

Typical Uses of Photographs Stepping Stones Childcare and Education CIC, photographs are normally taken and used for the following Purposes:

- Displays of the children's work/activities
- Personal records of achievement for each child
- Staff use of tapestry (online learning journey)
- From time to time images of children may appear in media which is available to the public - such as the school prospectus, newsletters, school website, video clips, advertising, newspaper reports, school displays etc. It is our pre-school's policy that 'if' you do not wish your child's photograph to appear in press releases, school website etc, please inform the school office in writing.

### **Parents/Guardians**

- Parents / guardians and other family members are welcome to take photographs at special events, like the pre-school sports day, but please use the following guidelines to determine when photography is appropriate and which photographs to take:-
- When taking close up photographs, these should be of your own child, not other children.
- Group photographs or video recordings should only be taken if they include your child.
- Be courteous and do not let your enthusiasm for photography spoil the event for others.
- Bear in mind that flash photography can distract small children when they need to concentrate on what they are doing.
- Do not distribute or publish photographs and videos if they include any children other than your own. This includes the posting of images and videos on social networking websites such as Facebook and video sharing websites such as YouTube.
- The Pre-school Leader will make it clear at each event whether or not parents/carers are permitted to take photographs. If a photographer visits the Pre-school to take portraits or to film a DVD, this is notified to parents separately and the photographer is supervised at all times.

### **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 is noted for each child. The Pre-school Supervisor is responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent. Children featured on any photograph appearing within the public media will not be named.

Photographs are stored on the Pre-school computer and are password protected. Staff do not store these photographs on their own computers.

### **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 the 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
- Report any concerns relating to any inappropriate or intrusive photography
- Remember the duty of care and challenge any inappropriate behaviour or language
- Regularly review stored images and delete unwanted material
- Photographs must not be taken in the cloakroom/toilet areas or in the nappy changing area
- The use of staff camera phones in the Pre-school is strictly prohibited AND there is a school mobile for use on trips outside the setting as a point of contact in case of emergencies.

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

***Please note that all staff should read and be aware of the MASH & LADO posters within the setting.***

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

**Review:**

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.