

Photograph and Video

Principles

Policy

Photographs are used for a number of purposes within the Playgroup and play an important part in making learning visible both to children and their parents. It is also recognized that there is the potential for photographic images to be misused. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Procedures

The Staff and Committee will:

- Ensure that only the playgroup's camera is used to take photographs within the setting or on outings and the memory card for this will remain in the setting.
- Take a child's photograph only once parents have given written permission.
- Not permit staff to print out any photos without first seeking permission from the Leader.
- Not store images on anything other than the memory card.
- Lock cameras and memory cards away at the end of the day.
- Under no circumstances allow the camera into the toileting areas.
- Not permit parents/visitors to take photographs on the playgroup premises without management permission.

Photographs may also be taken in the following ways:

- Local Papers may take photographs of the new intake in September or different events that happen throughout the school year.

Parent's use of cameras/videos

- Parents will be invited to record their child's inclusion in group events at Christmas and other celebrations through the use of photographs and video on the understanding that they will not publish any material on the internet as the Playgroup has no control over these images once they are in the public domain.