

Photography Policy

NQS 2.2 Each child is protected.

NQS 4.2.2 Professional standards guide practice, interactions and relationships

NQS 5.1.2 The dignity and rights of every child are maintained.

NQS 6.1.2 The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.

Introduction

Children have the right to be protected from the misuse of photographic and video images whilst at Glenaeon Preschool. To ensure the privacy of children and families is respected, Glenaeon Preschool will only use photographs of children to support their learning, health and safety and record individual developmental progress.

Aim

Before we take and distribute photographs of children using the Preschool, we will obtain appropriate authorisations from parents to ensure the privacy of children and families is respected.

Implementation

The Approved Provider will ensure:

- our photography policy is discussed during a child's enrolment at our service.
- Every child in our care is protected from the exploitation of photographic and video images of themselves taken whilst they attend the Service.
- That photographs taken by Educators have a purpose to support the children's learning and record children's individual progress.
- Photographs taken at the Service as part of a normal day are taken by members of the staff team only.
- parents authorise (in writing) the taking of photographs of their child at the Service before any photographs are taken. This authorisation is obtained in relation to the taking of photographs by educators and staff members at the Service, and other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements, using the Glenaeon Preschool Photography Consent Form.
- written authorisations obtained from parents cover why the photographs will be taken and how they will be used.
- express consent is obtained from parents about the posting of any photographs on the Service's social media account or a related social media account with which the Service has a professional relationship. Service photographs of children will not be posted on any social media forum if parental consent to this has not been obtained.
- express consent is obtained from parents before any photographs of their child are used to publicise the Service, or to support any research projects or study placements.

Consent will be obtained for example, before any photographs are posted on the Service's website, included in brochures or media articles or in a student's study.

- parents/families are notified about the presence of school photographers, researchers and students on practicum placements before they take any photographs of the children.
- parents' wishes in relation to the taking of photographs or video of their children will be respected at all times and educators and staff do not photograph children where parents have not authorised the taking of photographs. This may require the child to be removed from group situations where photos will be taken.
- written authorisations obtained from parents include advice that parents may withdraw their authorisation to take photographs or video of their children at any time by advising the Approved Provider in writing.

The Approved Provider will advise parents and families that:

- they may only photograph or video their own child at the Service unless given permission by another child's parent.
- we do not condone the display of photographs or video footage taken of children from other families on the internet.
- where parents have given permission for their child to be photographed or videoed by anyone other than a staff member or educator, Glenaeon Preschool cannot accept responsibility for the distribution or use of any photograph taken by the individual.

Educators will:

- ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities where relevant.
- Ensure photographs and video are recorded on a service phone or camera only. Staff are not permitted to use their own recording devices for centre purposes.
- Photos and videos of children are respectful and maintain the dignity and rights of the child at all times.

Sources

- National Quality Standard
- Revised National Quality Standards

Review

Policy developed April 2014

Date Reviewed	Modifications	Next Review Due
Aug 2015 Sept 2016 Nov 2017	Photography Approval form for parents created Form amended for website	Aug 2016 Sept 2017 Feb 2018
Jan 2018	<ul style="list-style-type: none"> • Updated references to comply with revised National Quality Standard. • Additional information included in the Introduction. 	Jan 2019

	<ul style="list-style-type: none"> • Update formatting • Inclusion of additional points relating to the purpose of daily photography and who will be permitted to take these photographs. 	
April 2019	<ul style="list-style-type: none"> • Include points relating to the role of the Educator 	April 2020
	<ul style="list-style-type: none"> • 	