



## USE OF IMAGE TAKING EQUIPMENT POLICY

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

### **Aims**

The aim of the policy is to ensure that the use of photographs does not compromise the safety and security of the children in the setting, also to ensure that all staff use image taking equipment in a safe and appropriate manner.

### **Values**

Pixies bases its values on the premise that all children, parent/carers and staff can expect to access a safe environment and is committed to providing this at the setting.

It is recognised by the DfE\* that 'one of the key ways that practitioners support children's development and engage parents in children's learning is through photographs that record their activities and achievements'. Practitioners need to respond with sensitivity to any concerns parents/carers raise about photography and explain the value of using photographs.

### **Implementation**

The Proprietor has overall responsibility for ensuring that this policy is implemented. All other staff should co-operate with the Proprietor in carrying out this policy.

### **Procedures**

#### **Staff and volunteers**

- Personal equipment; any camera or video equipment to include all devices capable of taking images such as mobile phones must be left in the office and should not be used with the children, unless prior written consent is given by all relevant parents and with the knowledge and consent of the Proprietor or Manager.
- Written permission must be obtained from parents to say that they agree to photographs of their child being taken and outline the purpose of these.
- Images taken of the children by staff are to be respectful and used to document their experiences and achievements. Such images may be used for children's progress records, displays, to record events, also as evidence of activities we provide, to be shown at the premises to Ofsted inspectors and any other relevant visitors.
- Staff should ensure that it is safe to take images of a child/children, ie; that there is sufficient supervision of the other children.
- Images are to be stored on the Pixies computer and then to be deleted from the camera etc. These images are put on a CD at Christmas and/or when a child leaves the setting as a gift for the parents, they are then to be deleted from the computer. The exception to this is when the setting has written consent from relevant parents to use images of their child/ren for advertising purposes.
- The Pixies' camera and any other image taking equipment are to be stored safely when not in use and locked in the office when the setting is closed.
- All staff members have access to the equipment, volunteers and visitors do not.

**Parents, visitors and working professionals**

- No image taking equipment is allowed to be used at any time within the setting unless written consent is granted from the appropriate parents and with the knowledge and consent of the Proprietor or the manager.

Where inappropriate use of image taking equipment or photograph/s is suspected, action will be taken in accordance with the Safeguarding of Children policy.

**Last updated: February 2015**

THIS IS A WORKING DOCUMENT. ALL STAFF ARE REQUIRED TO SIGN AND DATE IT WHEN THEY HAVE REFERRED TO IT

Read by:

Date: