



Rosemary Nursery School & Children's Centre



Photography Policy (from 2014, to be read in conjunction with the E-Safety Policy)

RATIONALE

Rosemary Nursery School and Children's Centre uses photography to promote children's learning and for publicity purposes.

The use of photography enhances learning by providing opportunities for recall and by increasing children's motivation and pride. It also helps parents* and the local community identify and celebrate the children's and the setting's achievements.

We have agreed a policy to recognise the many benefits gained by the use of photography for Rosemary Nursery School and Children's Centre and balanced this view with a consideration of risk.

Risks are minimised by following the guidelines set out in this document.

AIMS

- Photographic practices will comply with Data Protection and Child Protection procedures.
- Parents will be consulted for approval of photographic practices and must consent before any photographs are printed or used.
- Parents will be asked to consent to their child's photograph being shared and their wishes will be considered sensitively.
- The purpose of all photography used for either publicity reasons or assessment must be known by staff, governors and parents.
- Only school authorised equipment can be used for photographic practices.

CHILD PROTECTION

There may be a risk when individual children can be identified in photographs and when their names appear alongside photographs.

It is known that the content and image of a photograph can be used or adapted for inappropriate purposes.

In the event of an inappropriate use of children's photographs the Head Teacher will follow Child Protection protocol agreed by Bristol City Council.

DATA PROTECTION

Photographs and video images of children and staff are classed as personal data under the terms of the Data Protection Act 1998.

Using images for school publicity purposes requires consent.

Rosemary Nursery School and Children's Centre will not display images of children or staff around the school, on websites, in class DVDs or publications without consent. Rosemary Nursery School and Children's Centre will try to work sensitively to ensure that photographs of children are also not taken in a public place without consent. *However, when photographs are taken at an event attended by large crowds, it may not always be possible to get permission from everyone within a shot. In such cases, staff and governors aim to ensure that no one who has withheld permission is identifiable.*

CONSENT PROCEDURES

1. Parents will be asked to sign consent forms giving permission for children to be photographed whilst attending Rosemary Nursery School and Children's Centre.
2. Parents will be asked to give consent for any photograph to be displayed either in the centre, on the website, in a class DVD or in educational documentation.
3. Parents will be given access to this policy.
4. The purpose and use of photography will be explained verbally to the parent of each child attending Rosemary Nursery School and Children's Centre. This will usually happen in the first meeting between the child's key worker and the parent, on the home visit, or at the first family support attendance.
5. We will ensure that no child's photograph will be displayed around the centre, on a website, in a class DVD or in press articles organised by the centre without consent.

USE AND STORAGE OF IMAGES

Staff and Governors at Rosemary will:

1. Only use school authorised equipment to take images. (All full-time teaching/support staff have their own camera and/or tablet device and part time teaching/support staff share a camera and/or tablet device).
2. Ensure that images are stored securely and used only by people authorised to have access.
3. Delete photographs which become out of date or become unwanted.
4. Never photograph children who are in unsuitable dress.
5. Ask students on placement to co-operate with the classroom based staff and take photographs on school equipment.
6. Request visitors to co-operate with classroom based staff and take photographs on school equipment.

CENTRE WEBSITE

1. Great care will be taken to ensure that photography used for publicity purposes does not feature images which may be at risk of inappropriate use.
2. Consent from parents will be required before any image is used on the school website.
3. Children's individual names will not be disclosed on the school website.

THE PRESS

1. The use of photographs in newspapers and magazines is already subject to strict guidelines.
2. The Press Complaints Commissions Code of Practice provides guidance outlining responsible photographic practices.
3. No child should be photographed who is aged less than 16 years without parental consent.
4. Pupils must not be approached or photographed while at school without the permission of the school authorities.
5. From time to time, Rosemary Nursery School and Children's Centre may contact the press to feature special achievements and projects.
6. Parents will be invited to consent to their child being photographed on these occasions so that photographs featured within press articles are approved.
7. Names of children to accompany photographs published in newspapers and magazines will appear only where parents have consented.

CAMERA PHONES

A risk exists through the use of camera phones on school premises. In order to minimise this risk:

1. Parents, visitors and staff will be advised of the ban on the use of camera phones in classrooms or family support groups.
2. The exception to this rule is when mobile phones are used to access on-line learning journals under the supervision of a member of staff.
3. Parents are asked to restrict use of mobile phones for personal reasons to the parents' room and foyer.
4. Staff may only use mobile phones in office areas or in the staff room and break times when they are not in contact with children.
5. Children are not permitted to bring mobile phones to nursery.

COMMERCIAL FILM MAKERS/COMMERCIAL PHOTOGRAPHERS

When a commercial photographer is used, we will:

- Provide a clear brief of the intention
- Issue identification
- Inform parents/carers
- Obtain consent
- Not allow unauthorised access to children

ACCESSIBILITY

1. Parents may request a copy of a photograph which depicts their individual child at play in the Centre. A nominal charge may be made to cover the cost of printing and paper.
2. In the event of school activities school equipment will be used to take photographs for publicity purposes.
3. *Some group images may not be copied as these will be considered to have been taken in a public place where some people may not have given permission.*

MONITORING AND REVIEW

The implementation of this policy will be reviewed annually through feedback from parents and its content will be reviewed annually by Governors.

First draft: March 2010

Reviewed : March 2011, January 2013, July 2015, March 2017, July 2017

NB A new E-Safety policy was introduced in 2014. This Photography Policy should now be read in conjunction with our e-Safety Policy.

* The word 'parents' is used to denote parents, guardians and all who have parental responsibility for children; this may include step-parents, foster parents, step parents and grand parents.

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ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE

PHOTOGRAPHIC CONSENT FORM

Rosemary Nursery School and Children's Centre has developed a Photography Policy which has been agreed by Governors and Staff. Rosemary Nursery School and Children's Centre uses photography to capture children's learning and achievement and share this in displays, photo history books and in personalised, on-line learning journals for each child. Our website features children's photos without names.

Child's Name	
Group	
Key Person	
	Please tick
My child's key person has explained to me that I can see a copy of the centre's Photography Policy	
I consent to my child's individual photograph being taken at the Centre	
I consent to my child's group photograph being taken at the Centre	
I consent to my child's photograph being displayed around the Centre.	
I consent to my child's photograph being shared on the web site.	
I consent to my child's photograph being shared in the press and in educational documentation.	
I consent to my child being photographed for students' use on placement.	
I do not want my child to be photographed as an individual at the Centre.	
I do not want my child to be photographed in a group at the Centre.	

Next Review July 2023

Signed

Date