



## **Digital Image Storage** **(Policy on Using Photographic Images of Children)**

Generally, photographs are taken of our children at Pre-School as a source of evidence for completing the child's Learning Journey and for recording each child achieving their learning goals. However, we live in an age in which digital technology has vastly increased the use and potential misuse of photography. Our Pre-School recognises that parents/carers may have concerns about their child being photographed and how the images of their child will be stored.

### **Taking and storing photographs/images of children**

Photographs will only be taken using the Pre-School's camera/s. Staff will not be permitted to take photographs of children on their mobile phone or on any other camera. When not in use, the cameras and memory cards will be stored securely in Pre-School office, which is locked during out of hours. The Administrator or Manager will print the photographs at Pre-School using the Pre-School computers and printer. Images of children will only be held on the Pre-School computers and staff will not be permitted to have any images of children on their home computer or on any portable memory devices. Once every half term the images will be deleted from the Pre-School computer.

### **Allowing photographs to be taken on outings or at Pre-School events**

Parents/carers are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. Recording and/or photographing other than for private use (e.g. with a view to selling videos of an event) would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached. Staff should ensure that people with no connection to our Pre-School do not have the opportunity to film covertly. If parents/carers are accompanied or represented by people that school staff do not recognise at an event, they will need to check who they are before allowing them to use a camera or camcorder. TreeHouse will ask parents/carers for permission to permit the taking of photographs or videos by other TreeHouse parents/carers at Pre-school events e.g. Christmas play. This is on the strict understanding that any images taken are for personal family use and must not be placed on any social media sites. Parents/carers who accompany children as volunteer helpers on Pre-School outings are not permitted to take photographs. Any photographs taken will be on the Pre-School cameras and these will be used in the child's Learning Journey or for display.

### **Consent**

The Pre-School ensures that parent/carers sign a General Consent Form giving their authority for photographs to be taken of their child whilst he/she is at Pre-School. Parents/carers are informed that if they agree to photographs or videos being taken, then their child's image may be included in other children's photographs/record books/videos.

**Pre-School Photographers**

The Pre-School uses a photographer to take professional photographs of the children annually.

To ensure the children's safety the photographer should

- Agree to take appropriate measures to prevent unauthorised or unlawful processing of personal photographs, together with accidental loss, destruction of, or damage to the photographs
- Comply with the requirements set out in the Data Protection Act 1998
- Use a secure storage area if storing photographs electronically

**Identifying Children/Website**

If a child's image appears in local press articles, on the Pre-School's website or other publicity material then their full name will not appear alongside the photograph. Parental consent is always obtained before allowing a child's photograph to appear on the Pre-School website.