

THORPE HALL

SCHOOL

EYFS

Camera, mobile phone and photography policy

Policy statement

At Thorpe Hall School Nursery and Reception Class we use photographic images to record children's progress and development during their time in the EYFS. When parents sign the terms and conditions document on joining the school they agree to the use of their children's images being used for publicity and promotion of the school. They can opt out of that permission if they choose to.

This policy details the procedures we have in place to safeguard children and adults and to ensure that images are not misused.

The policy is based on the key principles of the right to privacy and safeguarding children. It covers still and video images wherever they are used and however they are captured.

The good practice outlined below is intended to protect our children whenever photographs are taken and used. In addition, the school is mindful that it has a duty under Human Rights legislation and the Data Protection Act 2018 to respect the right to privacy of people in photographs.

EYFS key themes and commitments

A Unique Child	1.3 Keeping safe
Positive relationships	2.1 Respecting each other
	2.2 Parents as partners
Enabling environments	3.4 The wider context
Learning and development	4.4 Personal, social and emotional development

Typical Uses of Photographs

At Thorpe Hall School Nursery and Reception Class photographs are normally taken and used for the following purposes:

- Displays of the children's work/activities
- Personal records of children's development such as Dojo learning Journals
- School web site and Newsletter
- Communication and sharing of children's day on Class Dojo.

Photographs are normally only taken by Nursery and Reception Class staff. Parents and carers are only permitted to take photographs at, School performances and events. Senior Leadership Team, Room Leaders and Reception Class teacher will make it clear at each event whether or not parents/carers are permitted to take photographs. If the school engages a photographer for any reason, this is notified to parents separately and the photographer is supervised at all times. Images are stored on the Nursery and Reception Class computers and devices and are all password protected. Additional copies may be stored on Flash Drives which are kept in a locked cupboard. Staff are not permitted to store these images on their own computers or devices.

Consent

Children are only photographed with the consent of parents/carers. Written permission is obtained when a child joins the Nursery or Reception Class and the level of consent, including where the images may be used (e.g. personal records only, personal records and website) is noted for each child. The Room Leader/Reception Class Teacher is responsible for ensuring that staff are all aware of any children who may not be photographed or where there is limited consent. Children's images on the website will not be named.

Guiding principles for staff as to how images can be used and captured by the school

Images may only be captured on school cameras or devices and the images stored on those devices and on the Nursery and Reception Class computers and Flash Drives. Mobile devices, such as mobile phones may not be used under any circumstances.

In addition:

1. All children must be appropriately dressed
2. Avoid images that only show a single child with no surrounding context. Photographs of three or four children are more likely to include the learning context.
3. Use photographs that represent the diversity of children participating
4. Do not use images that are likely to cause distress, upset or embarrassment
5. Do not use images of a child who is considered vulnerable, unless parents/carers have given specific written permission
6. Avoid naming children in photographs in any context other than their personal file or Learning Journey
7. Report any concerns relating to any inappropriate or intrusive photography
8. Remember the duty of care and challenge any inappropriate behaviour or language
9. The Room Leader and Reception Class teacher will regularly review stored images and delete unwanted material
10. Photographs must not be taken in the cloakroom/toilet areas or in the nappy changing area
11. Parents/carers should be made aware of the need for sensitivity and respect when filming/photographing events featuring their own child(ren). The Room Leader and Reception Class teacher should monitor the use of cameras and devices at these events and ask anyone behaving inappropriately to cease filming/taking photos. If children photograph each other, for example, as part of ICT, the guidelines for these photographs are the same as the general guidelines detailed above.

Mobile Devices

No personal mobile phones are allowed in the pre-nursery or nursery at any time while the children are in the room.

All personal mobile devices (eg phones, tablets, laptops) must be kept in the cupboard located at the side of the Nursery room. All smart watches must be disconnected from the internet – and emails, text messages or any notifications must not be received. Smart watches may be used only as a watch or fitness tracker.

Any emergency telephone calls must go through the main office and passed through to pre-nursery or nursery.

During before school care the Nursery Lead will have a mobile phone in case of staff sickness.

Children are not permitted to bring mobile phones into pre-nursery and nursery at any time.

Training and Portfolios

During training, it is sometimes necessary to compile portfolios with photographs of children. These photographs should not show children's faces and parental permission should be sought in any case. Staff should act responsibly in compiling these images. The Nursery leader or Reception Class teacher may ask to oversee the compiled images as part of the management process. For a portfolio compiled by the Room Leader or Reception Class teacher, the Headteacher may ask to oversee the compiled images.

Reviewed by GM: Oct 2021

Next review due: Oct 2022