



## USE OF CAMERAS & SHARING OF IMAGES POLICY

Rida Early Years Nursery provides camera(s) / handheld device(s) for staff, students and volunteers to use to support their work with children. Whilst reference has been made to cameras and handheld devices, this policy covers any equipment / device which has the capability of recording and / or capturing images either printed or digital.

### Safeguarding and Promoting Children's Welfare

The aims of this policy are to:

- Ensure that Rida Early Years Nursery remains a safe environment for children;
- Inform parents about the way in which we use, store or display images of children;
- Minimise the risk of allegations to staff arising from inappropriate use of mobile phones, photographs or personal cameras;
- Manage effectively images used as part of the Learning Journey.
- To comply with the Data Protection Act, Rida Early Years seeks permission from parents to take or record images. A consent form is completed which gives the reasons and specific purposes for photographs and images being taken. These include consent for:
  - Use of image recorders for Learning diaries;
  - Use for publicity; and
  - Use on our website.
- We will do our utmost to protect children's identity and we will not photograph children where consent is not given;
- All images will be taken using the designated camera / handheld device and will be the responsibility of the Designated Behaviour and Safeguarding Lead (Hafsa Patel) to ensure that their use is logged;
- Any images taken by the setting for official use will be kept in accordance with the eight key principles as identified under the Data Protection Act, these are:
  1. Obtained and processed fairly and lawfully;
  2. Held only for specified purpose(s);
  3. Adequate, relevant and not excessive;
  4. Accurate and kept up-to-date;
  5. Held no longer than necessary;
  6. Processed in accordance with the rights of the data subject;
  7. Subject to appropriate security measures;
  8. Only transferred to countries that have suitable data protection controls.
- Staff will not take the designated digital camera / handheld device or portable file storage device (including memory card, sticks, pen drive) away from the setting;
- Images will only be stored on the school's IT equipment, will be password protected and under no circumstances be stored on personal devices;
- In the case of an outing or other activity away from the setting staff will ensure that they download all photos and clear the memory card before removing camera / handheld device away from the setting;

- Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress to them or their parents;
- No images shall be taken of children which captures them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings;
- Use of cameras and mobile phones is prohibited in the toilet or nappy changing area;
- Where memory cards, sticks and pen drives are used, they shall be encrypted;
- Images shall only be printed in the setting and then be removed of the designated camera's / handheld device's memory. All staff shall take responsibility for ensuring that they remove images once they have been printed;
- All images no longer required shall be disposed of securely to prevent unauthorised access, ensure confidentiality and protect identity. Printed images shall be shredded, and images stored on storage devices will be removed. Where they cannot be removed, for example CD / DVD, then these shall be shredded;
- All images, including those held within learning diaries will remain on site at all times;
- Where images are used by individuals, after consent has been granted by the designated Behaviour and Safeguarding Lead (Hafsa Patel) and parent / carer, for professional development purposes stored on laptops, computers and pen drives on and off the premises, these must be deleted no later than a period of one year. The responsibility for deleting these images lies with the individual. The images shall be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs;
- Images taken within or outside of the setting and stored on the camera must be downloaded as soon as possible, as a minimum once a week and it is the responsibility of staff taking the image. The EY Manager is responsible for ensuring compliance by way of undertaking a check of the camera / handheld device, as a minimum once a fortnight. Any staff identified as not removing images will be reported to management and the Safeguarding Lead who will take appropriate action;
- The designated Behaviour and Safeguarding Lead shall check that the camera's / handheld device's memory contains no images as a minimum once a month to ensure compliance (unless the images are required). Any staff identified as not removing images will be reported to the Lead, Headteacher and the Governor responsible for safeguarding who will take appropriate action;
- The Lead shall ensure that all images are permanently wiped from memory sticks/cards, computer hard disc and portable devices or other relevant devices once the images are no longer of use;
- Children have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development record/learning diary for children and parent/carers to look through;
- The information contained within each learning diary shall be treated as personal data;
- Often photographs may contain other children in the background. In this instance the faces of the children in the background shall be faded out from the picture. Events such as, sports day, outings, Eid and fundraising events may be recorded by video and photographs by staffs only but parents/carers, and volunteers will have to comply with our No photography policy;

- If photographs of the children taking part in an activity are used to advertise/promote our setting via our Web site, in the local press etc; we will not show children who are in breach of rules or are behaving in a reckless or dangerous fashion. It is the responsibility of the EY Manager, Headteacher, Safeguarding Lead and the Governor responsible for safeguarding to approve photographs for use on displays and for marketing purposes;
- Staff shall be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images;
- All images taken of children and their families associated with Rida Early Years Nursery both in the building and outside on visits are the property of Rida Early Years Nursery.
- All visitors shall be informed of our policy and are expected to comply. Failure to do so will result in them being asked to leave.

In the event of a breach of the above policy, we will take the one of more of the following actions.

#### **Staff**

- Verbal warning;
- Written warning;
- Final written warning;
- Suspension without prejudice with full pay pending a full investigation which could lead to dismissal.

#### **Visitor**

- Asked to leave the setting.

Furthermore, in all circumstances, we will immediately inform the Local Authority Designated Officer (LADO) Sandra Shaw 01484 221000 and Ofsted, no later than 14 days. We will, where necessary contact the Police.

NOTE: Any changes to this policy must be reflected in the Staff Handbook