



All Saints Nursery School

Photography Procedure

Date written: [November 2022](#)

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Date of next full review: [November 2024](#)

Photography procedures

All Saints Nursery School

We believe that photographs for school and family use are a source of pleasure and pride. We believe that they enhance self-esteem for children and their families and so are to be welcomed.

In an age in which digital technology has vastly increased the use and potential misuse of photography and there has been publicity surrounding concern we need to fully understand the risks of a child being identified in a photograph or on a web site. On advice from Kent Police, the Kent Local authority and others we believe that the risk of a child being identified by a stranger is so small that providing reasonable steps are in place in terms of security, and names are not used in photographs to be used for circulation beyond the setting, the practice of photography should continue.

In some families there may be reasons why a child's identification is of particular anxiety, and they will of course be able to withdraw consent for photographs to be used at any time.

We regularly take photographs and video of the children within the nursery and upload them to their online learning journeys. These are password protected and shared only with the child's parents or carers. We also take photographs for display within the nursery on the walls and on a digital screen. We do not put names with photographs on display.

We hold parental permission for taking photographs and video for use in children's records and staff training purposes. Parents can make video recordings of nativity plays and other such events for their own personal and family use, as they are not covered by the Data Protection Act. Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). We ask parents not to share images or videos on social networking sites

We hold parental permission for photographs to be used (unidentified) on our website.

We hold parental permission for group photographs to appear in children's online learning journals.

Parents retain the right to withdraw consent at any stage, but they need to do so in writing.

Outside photographers

Procedures ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present on the school site.

Photographers are DBS checked.

Setting devices

The safety of children in the Nursery is paramount. Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. The only devices to be used for taking photographs is the Nursery, or while on an offsite outing, are the devices registered to the setting. Children may use these devices under staff supervision. No member of staff is permitted to use a personal camera or mobile phone or any other device to take pictures of children.

Photographs are saved to devices for a short period and regularly deleted. Photographs of special events or for training purposes for staff or parents may be saved on the setting computer until the end of the academic year.

All mobile phones are to be switched to silent and kept in the office during session times, staff meetings and training sessions. They should never be used in front of parents or children. Absolutely no texting is allowed during session time with the children or at meetings.

Phones can be used during the lunchtime period only in the office area.