## *Camera Policy*

## Statement of Intent

It is our aim to protect the welfare, safety and privacy of the children in our care whilst making effective use of photographs as a valid part of the observation process.

## Aims

To ensure that permission is obtained for any photographs taken of the children by the setting.  To ensure that setting staff, volunteers, rota parents and children take only appropriate photographs with the setting's camera and that these photographs are only viewed on the setting's computer within the setting.  To ensure that parents taking their own photographs at pre-school events are aware that the images obtained are for their personal family use only and must not be published on social networking sites.

## In order to fulfil these aims

- All parents are asked to complete and sign the photograph consent section of the Registration Form
- Only the setting's camera may be used to photograph children as part of the observation process. Photographs may be taken by children on the setting's camera as part of ICT.
- The setting's camera may be used in the playroom, entrance hall, garden and whilst on trips and outings.
- No other cameras or devices with cameras should ordinarily be brought into the setting unless they remain stored away from the children (on the play leader's cupboard). Please also see *Mobile Phone/Smart Phone Policy*
- The only exception to this is the use of cameras by parents at Pre-School events.  On these occasions permission for camera use will be explicitly granted by the Pre-School Leader, unless there are safeguarding reasons to withhold this consent.  It will be explained at this point that any images recorded are for the personal use of the family only and are not to be posted on any social networking, image sharing or similar sites.
- All cameras in the setting including those on staff mobile telephones can be subject to scrutiny at any time by the DCPO or Pre-School Leader if there are safeguarding concerns.
- Failure to follow the above policy may result in the implementation of disciplinary procedures.  Please see *Staffing Policy*