



## Tickton Pre-school and Play Pals - Staff acceptable use agreement - Digital Images Policy.

### Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

### Staff Acceptable Use Agreement- Digital Images

To ensure that staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement.

Digital images refer to both still and moving digital photographs/videos.

- Staff/volunteers understand that all photographs taken of children and their families associated with Tickton Pre-school and Play Pals, both in the setting and outside on visits, are the property of Tickton Pre-school and Play Pals.
- All digital images will be taken with Tickton Pre-school and Play Pals cameras/i-pads ICT equipment. I understand I may not use any personal equipment to take or share any digital images.
- Photographs will be stored on setting computers/ i-pads/Facebook page and website - for a period of up to ten years whilst some will be deleted from the settings computers permanently.

- Staff understand digital images needed for professional purposes may be used and stored on setting laptops and computers off the premises for a period of one year. After this time, I agree to be responsible for deleting them.
- Photographs/Videos need to be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs is against setting policy.
- Staff understand and agree that the setting management may monitor my technology use to ensure the safe use of digital images of children and their families associated with Tickton Pre-school and Play Pals.
- I agree to abide to the permissions parents give in the use of photographs of their individual children and families on their application forms.
- I understand and agree that any photographs of children to be used in Tickton Pre-school and Play Pals training and promotional materials and on websites will not include the actual names of any children.
- Images posted on Tickton Pre-school's Facebook page will never be of children's faces, staff or parents or reference any names or personal information.

### **Tickton Pre-school and Play Pals uses the NSPCC guide on sharing photographs of children on line:-**

### **Photography and sharing images Guidance for photographing and recording children during events and activities**



It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

## **Risk factors**

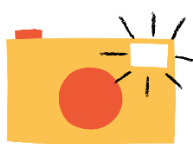
Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

## **photography policy**

- do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- use a parental permission form to obtain consent for a child to be photographed and videoed
- obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children
- do not approve photography sessions outside the event or at a child's home.

## **Seeking consent for children and young people**



Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for.

For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

### **Storing images securely.**



Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked cupboard and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Do not use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

Organisations who are storing and using photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information.