



## Camera Policy

### Aim

Our aim is to:

Have a clear policy on the acceptable use of cameras and that is understood and adhered to by all parties concerned without exception.

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated pre-school camera is to be used to take any photo within the setting or on outings.
- Personal cameras may be used with prior permission from the Business manager or leader but all memory cards must be left in the locker with the pre-school camera and not taken off of the premises.
- Images taken on these camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the pre-school camera; this should be placed within the pre-school cabinet (which is locked) when not in use.
- The camera must be locked away at the end of the day.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images must only be down-loaded by the child's key person or the nominated senior member of staff.
- If the technology is available images should be downloaded on-site. Should this facilities not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
- The staff are each assigned a USB stick for recording your child's Learning Journey. All images will be subject to scrutiny and regular audits will be carried out to ensure all relevant policies and procedures are adhered to.
- We have a web site and any photographs included in this website will have the consent in writing of the child's parent or carer with Parental Responsibility. **The setting is registered with Information Commissioner's Office (ICO).**
- Photographs should then be distributed to members of staff (key persons) to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms .
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

**This policy was agreed at an Under Fives AGM meeting held on 14<sup>th</sup> May 2018 (Date)**

**Signed on behalf of the Preschool.....(Chair)**