



Photography Policy

Rationale

Alwoodley, Roundhay and Moortown Children's Centres believe that photographic images can contribute to children's achievements being recognised and help children to feel valued, and proud of their achievements. Photography is a useful tool and is used in a variety of ways; for example record keeping, displays and in the children's own work.

Alwoodley, Roundhay and Moortown Children's Centres will adopt a common sense approach to taking and using of photographic and video images. We will however be sensitive to the rights and wishes of parents, who may not want their children to be photographed and who may have concerns about the uses of such images. We will always seek permission before taking or allowing images to be made of children.

Alwoodley, Roundhay and Moortown Children's Centres have written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Implementation of Policy

Aims

Alwoodley, Roundhay and Moortown Children's Centres will ensure the following:

- *Permission is gained from all parents before any photographic or video images are made of a child.*
- *A child will never be forced to have their photograph taken if they object or are distressed.*
- *Any images recorded will show positive issues and events.*
- *Where photographs or videos are displayed anywhere other than Centre premises, we will gain parental permission prior to the image being displayed.*
- *Staff who take photographs or videos as part of staff training or professional development; respect the confidentiality of children and parents and will not name or identify children or adults featured in the images.*



Procedures

1. Parents and carers will be asked to give their consent for their child to be photographed by completing a permission slip that is then kept in the Children's Centre main office. **Non-return of the permission slip will be taken as an indication that consent is not given.**
2. Alwoodley, Roundhay and Moortown Children's Centres will keep a register of children who must not be photographed or be included in any images taken in the setting.
3. Photographs will not be taken of children when they are vulnerable, by which we mean children who may be distressed or injured.
4. All reasonable measures will be taken to ensure that no child on the register is photographed or videoed by a visitor or whilst on a visit outside the setting.
5. Parents will always be advised in advance of a visit from a commercial photographer and invited to participate or withdraw their child from the activity.

Use and Storage of Photographs and Video

At Alwoodley, Roundhay and Moortown Children's Centres photographs and images will be used and stored in the following ways:

- Photographs are held for reference in group planning files and on the staff drive of the office computers.
- Photographs taken as records of events may be displayed around the Centre.
- At Alwoodley, Roundhay and Moortown Children's Centres photographs are **never** exchanged with anyone within the setting other than parents and carers, neither are they removed for private use by any employee or volunteer.

Website

- Photographs of children are used minimally and anonymously on our website.
- Parents will be informed before an image goes live and receive copies of the photographs which are to be posted on the website. Parents reserve the right to have any photograph of their child removed from the website at anytime.



Parents Photographing and Videoing Children at Centre

- Parents are not permitted to take photographs of Centre events, unless permission has been authorized by the Children's Centre Services Manager.
- Parents will be advised that under no circumstances should digital photographs or videos, with children and parents contained in the images, be published without the approval of the Children's Centre Services Manager.

Child Protection

- The Children's Centre Services Manager will make the decision as to whether publishing a photograph may pose a risk to a child or family.
- Alwoodley, Roundhay and Moortown Children's Centres will not publish any information about the child, such as name, age with an image of a child.
- Alwoodley, Roundhay and Moortown Children's Centres will give special consideration to children who are fostered or adopted and the views of the carer and /or Local Authority will be sought before publishing any image.

Any questions or concerns regarding this policy should be made to the Children's Centre Services Manager.



Photography Permission Slip

Dear Parent/Carer,

Please complete the permission slip below and return before your child starts Alwoodley, Roundhay and Moortown Children's Centres groups and activities.

If you have any questions or require further information please speak to me at anytime.

Yours sincerely

Wendy Wooler
Children's Centre Services Manager

Name of Child: _____

I give my permission for my child _____ to be included in photographs and videos in line with Alwoodley, Roundhay and Moortown Children's Centres Photography Policy.

Name: _____ Signature _____ Date: _____

Wendy Wooler
15/2/16