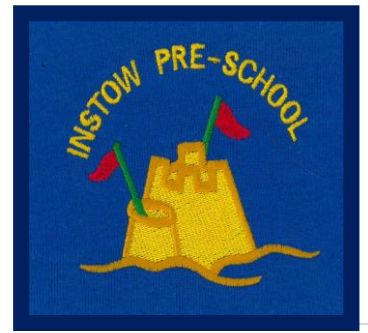


Instow Community Primary and Pre-School

Photographs, Video and Computing Policy



The Pre-School has a strict code of practice regarding the taking of photographs, using video equipment and the use of Computing within the school.

- Staff, visitors, volunteers and students are not permitted to use their own mobile phones/smart watches/any electronic device with imaging and sharing capabilities to take or record any images of pre-school children for their own records during session times. Only the designated school iPads are to be used to take photos within the setting.
- Photographs may be taken of children using the school's iPad, by staff only, for the purposes of either informing parents about their child whilst being looked after in Pre-School, for placing in a child's folder, for putting onto the group photo board i.e. helping the child to feel that they are important and are part of our Pre-School family, or for placing in our Pre-School photograph album.
- The album remains in Pre-School at all times. All photos are destroyed after 6 years
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. No photographs should be taken of children in the toilet area.
- From time-to-time images of children may appear in media which is available to the public - such as newsletters, school website, the school prospectus, advertising, newspaper reports, school displays etc. It is our pre-school's policy not to reproduce or include children's names alongside a photograph, if by doing so, an individual child is identified.
- If you **do not** wish your child's photograph to appear in press releases, school website etc. please inform the Pre-School Leader during induction, or if your circumstances change.
- Any child who is on a protection order, the staff will talk to parents about their wishes regarding any publication of photographs.
- Photos taken on iPads can be uploaded onto the child's Seesaw learning account where only approved relatives of that child have access to the individual child profiles. This will only occur when we have obtained the parent's permission. Any child whose parent has not signed the permission form will not have their photo uploaded on Seesaw.
- All staff are responsible for the location of the iPads and these should be placed in the desk drawer when not in use.
- The iPads may be taken home by the Pre-School Leader/Deputy for the purpose of uploading photos onto the school website/Seesaw. If not taken home, the iPads are placed in the desk drawer. The classroom is locked at the end of the day.
- Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.
- On occasions, i.e. when we put on our Christmas production, all parents are asked whether they are willing to allow other parents to take photographs/video recordings and will be asked to sign a form to give their consent. The Headteacher will make it clear at each event whether or not parents/carers are permitted to take photographs and videos
- No parent/carer is permitted to distribute or publish photographs and videos if they include any children other than their own. This includes the posting of images and videos on social networking websites such as Facebook and video sharing websites such as YouTube
- This rule also applies to photographs taken when celebrating a birthday
- If a photographer visits the Pre-school to take portraits or to film a DVD, this is notified to parents

separately and the photographer is supervised at all times

- If the staff need to use the internet to obtain information with regards to the children's learning, the Pre-school iPad may be used. All children are supervised when looking at any information on the iPad.

This policy is in place to protect and safeguard both children and staff.

This policy cross references with the Mobile Phone policy and the Safeguarding and Child Protection policy.

Policy reviewed June 2025

Signature of Chair of Governors

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The policy will be reviewed June 2027