



Use of Images of Children

Whitsers Pre-school take images of children for a number of reasons: to illustrate records; for display purposes; for the Whitsers photo album; to record a child's achievements; playgroup events (such as nativity play). Parents are asked to sign a photo/video permission form as part of the initial registration form and return to playgroup indicating their consent to such images being taken.

Only the camera, iPad and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events. Images will be used in accordance with the Data Protection Act 1998. Cameras and recording equipment are only used where two or more staff members are present.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' will be used.

Parents/carers are asked to consider the following points:

- Whitsers use on-line developing companies for photos for the album. Also, the children occasionally print photos from the Whitsers camera / iPad / laptop on the playgroup printer. Some photos are stored and shown to children and parents/carers as a slideshow.
- Parents/carers are asked to give consideration to whether they will allow images to be used for the media and internet. The photo permission form includes a section for such images.
- For child protection reasons childrens' names will not be given in any publication produced by Whitsers.

Parents/carers who want to take images of their children at a Whitsers event are asked to consider the following points:

- The term 'images' includes photographs, videos and mobile phone pictures.
- All images must be for personal use ONLY and parents must agree to store them securely. It is the parent's responsibility to ensure the safekeeping of any images you may take.
- Images that contain other people's children, parents and members of staff should not be placed on any social networking sites, unless permission is given from those concerned.

Document Name	Revision Number	Revision
Use of Images of Children Policy	4	
	21/05/2017	
Use of Images of Children Policy	5	
	01/09/2019	



- Playgroup does not allow images to be taken in inappropriate areas for example when children are getting changed or in the toilet area.

All staff, committee members, volunteers and parents are asked to place all mobile phones into a box within the kitchen area and under no circumstances should they be used within the playgroup room or garden. Please see "Use of Mobile Phones" policy.

Document Name	Revision Number Date	Revision
Use of Images of Children Policy	4 21/05/2017	
Use of Images of Children Policy	5 01/09/2019	