

**Springboard Sunderland Trust**

**Springboard Nursery**

**Photography and Digital Imagery Policy**





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<b>Photography and Digital Imagery Policy</b>	
Category:	Springboard Nursery
Responsible Person:	Marie Hunter
Accountable Person:	Jane Waggott
Date of First Issue:	November 2015
Next Review Date:	29/08/2024

## Policy statement

Springboard Nursery uses photography to record children's learning and development as well as to document the experiences they have while in our care.

We understand that the use of photography in our setting is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families and The Data protection Act 2018 and The Data Protection Regulations (GDPR) 2018.

For the purposes of this document 'photography' includes:

- Photographic prints
- Transparencies
- Video
- Film
- Digital imagery.

## Procedures

- There is a clear guidance and information in our registration process which outlines the use of photography in Springboard Nursery.
- We have a retention policy in place which identifies how long images will be stored for.
- Parents are required to sign a general photography consent form when their child registers at the nursery, this consent form will be updated annually.
- We may take photographs of children on outings/visits to record children's experiences and learning opportunities, these photographs will be displayed in nursery and in individual/group online learning journals 'Tapestry' consent for this will be sought from parents/guardians.
- If Springboard Nursery would like to use any photographs taken for different reasons other than those covered by the general photo consent e.g. for training purposes, advertising the setting, putting into setting brochure, Facebook then a more specific consent will be gained from parents/guardians.
- From time-to-time members of the press and media are invited into Springboard Nursery to cover events celebrating success. Parents will be informed before this happens and parents wishes re: permission will be always respected and steps taken to ensure children are not photographed where there is no informed consent
- It is recognised that most people have a mobile phone with a camera. At Springboard Nursery no member of staff, learner, employee is allowed to use their mobile phone while with the children. Mobile phones are required to be in a locked cupboard, secured away in their own bags away from children and away from areas of the nursery accessed by children (see mobile phone policy)
- The nursery has a mobile phone this is the only mobile taken on visits and outings.

## Children taking cameras/digital imagery equipment home

- An agreement must be signed by parent/guardian and a nursery representative which identifies:
  - the term of the loan, what is being borrowed and for how long
  - who is responsible for equipment during the term of the loan
  - that digital images parents/children take outside of the setting, with the intention of sharing with the setting, must be suitable and appropriate e.g. children must be fully clothed
  - Any camera or recording device remains the property of Springboard Nursery.
  - Springboard Nursery will reserve the right to withdraw equipment if it is found that it is not being used appropriately
  - Memory cards will be wiped clean before children take a camera home

## Legal framework

- Data Protection Act 2018
- The Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998

This policy was adopted at	Springboard Nursery
Date:	14/09/2021
Date to be reviewed	29/08/2024
Signed by the manager	<i>M. Hunter</i>
Signed by the signatory	<i>S. Reay</i>
Name of signatory	Steve Reay
Role of signatory	Chief Executive

\*This policy and the subsequent procedures have followed the template from the Pre-school Learning Alliance publication:

**Policies and Procedures for the Early Years Foundation Stage, Pre-school Learning Alliance: (2008)**  
[www.pre-school.org.uk](http://www.pre-school.org.uk)

- Attached documents to support photography/digital imagery
- Consent form
- Letter for parents when sharing digital camera/imagery from home

## A sample letter for parents

Sample Digital Image Equipment Agreement

Please find below an example of an agreement that can be amended and used. Notes to settings are in red and need to be amended to reflect the particular details of your project.

Dear Parent/Carer

Thank you for agreeing to be part of the **[insert name of project here]** at **[insert name of setting here]**.

The purpose of the project is to capture your child's learning at home using digital images and then to share the images for educational purposes with **[name of setting]**. The images will be stored within

**[please give details of where will be stored i.e. each child's individual journals]**

As part of the programme you will receive the following equipment:

**[please add to or delete from equipment listed below]**

- a digital camera for use in the home for the period of **[state period of loan here]**
- a journal to put relevant photographs into

After taking the relevant digital images, you will be able to have your photographs printed at **[name of setting here]** for educational use. The school/setting will take responsibility for printing all appropriate digital images for educational use. The images will be retained for **[state how long the photographs/images will be retained for]**, after which period they will be destroyed/deleted. If the setting would like to continue to use the image, permission will be sought again. You must not copy or print photographs from this camera from any other printer or by any other method or let anyone else do so.

In order to safeguard all of our babies, children and young people, all digital cameras should be used only to take digital images of the learning experiences of **[insert name of child here]**, the child named as taking part in the project. Any digital images taken will be checked by the school/setting and any unsuitable images deleted e.g. please do not take photographs of children in situations where they may not be fully clothed. The school/setting has the right to remove a digital camera or other equipment from a parent/carer when the digital camera is not used appropriately even during the agreed loan period.

As a step by step guide you should:

- sign the agreement and return it to school/setting
- borrow a digital camera only for the agreed amount of time or less
- only take digital images of the child who has a signed agreement in place
- make sure you only take appropriate digital images of your child doing activities showing their learning, please ensure photographs are only taken where children are fully clothed
- only take digital images that you would be happy to share with others
- take digital camera equipment back to school/setting to get images printed (at an agreed convenient time). School/settings will have discretion regarding the number of photographs printed.
- place images into journal if the project requests this.

Dear Parent

**Parental consent form for the use of photographs of children**

Children are photographed in connection with events, outings and experiences in the childcare setting.

Parental photography traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement.

We require on an annual basis your permission for these photographs to be taken.

- 'Photography' includes film, video and digital imaging
- 'Parent' means someone who has parental responsibility for a child

✂ \_\_\_\_\_

**I give permission** for photographs of my child to be taken.

(Child's name): \_\_\_\_\_

Signed: \_\_\_\_\_

(Parent)

Date: \_\_\_\_\_

**I do not give permission** for photographs of my child to be taken.

(Child's name): \_\_\_\_\_

Signed: \_\_\_\_\_

(Parent)

Reason: \_\_\_\_\_

Date: \_\_\_\_\_