



Leonard Stanley Early Years

Policy for the use of Digital Cameras and Photographs

EYFS key themes and commitments

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>
<i>1.3 Keeping safe</i>	<i>2.2 Parents as partners</i> <i>2.3 Supporting Learning</i>	<i>3.4 The Learning Environment</i>	<i>4.2 Active Learning</i>

Policy statement

LSEY's will from time to time take photographs of your children in action. The purpose of these photographs will be to enhance children's understanding and learning, use in your child's learning journey, for displays inside the setting and placed on our web page **Permission will be sought and granted from parents before loading photographs onto the web page...**

- ☺ Photograph's of children will only be taken on the setting's camera
- ☺ LSEY's have 2 cameras for taking Photographs, one that the children have free access to and one that the staff will use.
- ☺ Only these cameras authorised for use within the setting can be used to take images, as opposed to personal cameras, which is prohibited at all times
- ☺ At no point should a camera be taken into a nappy changing/or toilet area
- ☺ The camera is used to support child/practitioner observations and learning
- ☺ The child does not object to having his/her photograph taken
- ☺ We are inclusive so that gender, race, SEN, and differing abilities are reflected in a balanced way
- ☺ We are sensitive to any cultural issues of which we need to be aware when taking photographs of children from different ethnic groups
- ☺ These photograph's will be kept in the child's learning journey, and used for display purposes
- ☺ Parents' permission will be sought at the beginning of their time with us to photograph their child when on the premises and during outings
- ☺ Parents are made aware of our use of camera's and the location of the policy
- ☺ Parents may access their child's learning journey at any time whilst their child is in attendance

- ☺ Photograph's will only be printed off on the settings printer and no other copies are kept
- ☺ Photograph's of children will only be taken in the indoor and outdoor areas of the setting, and when on trips/outings and in full view of other members of staff.
- ☺ Under no circumstances will these photograph's be circulated outside the setting without first seeking written permission from parents/carers
- ☺ If any are to be used for promotional purposes or posted on the setting's website, express permission will be sought in writing from parent/carers
- ☺ Photographs are stored on the office PC after printing.
- ☺ We will destroy any photograph's downloaded onto the computer at the end of the academic year
- ☺ We will not share photographic files with anyone outside the setting

LSEY take part in many events and celebrations such as Sports Day, Fundraising events, Easter Egg Hunt, Christmas Nativity etc. On these occasions parents enjoy taking photographs of their child. LSEY's will only grant permission under the following circumstances

- ☺ All parents of children present are in agreement to photographs being taken We will destroy any photograph's downloaded onto the computer at the end of the academic year
- ☺ Parents agree that under no circumstances will the photographs taken be placed on social media sites

Written by – Vicki Richardson, Play Leader Manager

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