



Photography, videos and other images

Policy Statement

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Loughborough Campus Nursery has a website page on the LSU website. This is managed and monitored in accordance with LSU policy and procedure. There is also a Loughborough Campus Nursery Facebook group. It is a group just for staff and parents to share information, sell items and just enjoy the Campus Nursery Community. It is used for some information updates, but still using eyLog and email channels for all the formal notifications

Whilst images are regularly used for very positive purposes adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place. Children who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc

Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
- if the child is named, avoid using their image
- You should establish whether the image will be retained for further use, where and for how long
- images should be securely stored

Procedure

Practitioners must ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose prior to use. When taking images practitioners must be able to justify images of children in their possession.

Images should only be taken on the nursery tablet and camera's, portable devices. Under no circumstances are staff expected or allowed to use their personal equipment to take images of pupils at or on behalf of the setting.

Only publish images of children where they and their parent/carer have given explicit written consent to do so. Consent for the use of images is sort on induction including social media and permissions recorded on First Steps. (See Permission form) Any images should only be retained images when there is a clear and agreed purpose for doing so for example observation and assessment, displays etc.

Parents/carers are informed when images may be taken by other parties for example photographs taken by the professional photographer and DVD recordings of events such as the 'Leaver's play' for

parents to purchase. Parents are informed they may withdraw their child if they wish to do so. Parents are requested to ensure these images are for personal use only.

All images must be stored in an appropriate secure place. Images should be stored on eylog and saved into draft or on the LSU secure server user1/nursery/photographs. Photographs and videos containing images of children should never be saved on the table.

This means that adults should not:

- take images of children for their personal use.
- display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- take images of children using personal equipment
- take images of children in a state of undress or semi-undress
- take images of children which could be considered as indecent or sexual.

Related Documents

Mobile phones and other portable devices policy

Safeguarding and child protection policy

Safer working practise for adults working with young children at Loughborough Campus Nursery

LSU Social media policy

Intimate care policy

Manager's signature

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