



Images Policy

Policy Statement

Taking pictures and videos of children and young people's achievements and activities is a wonderful way of capturing a memory and promoting successes but consideration needs to be given to who might have access to those images.

We adhere to the following policy:

Written consent from the parent/guardian or carer for children is sought before taking photographs. This allows parents the option to choose for what purpose they will allow images taken of their child to be used. If parents do not give consent for use of images, restrictions are recorded, made known to all staff and parents wishes adhered to at all times.

Only staff or students given permission by the Manager are allowed to take images of children using preschool cameras.

Cameras used to take images of children are owned by Footprints, kept in Footprints rooms during sessions or locked in staff office when not in use. The images are downloaded weekly and stored on a designated large volume memory drive, which is stored securely when not in use. Staff's personal cameras are not used to take images of children and are not allowed into the preschool.

In order to comply with the General Data Protection Regulations 2018 it is a requirement that we seek written parental permission before we capture any children on video.

Parents are not permitted to take photographs of any child other than their own when in the preschool environment, unless express permission has been given by the other child's parents.

A secure safekeeping/destruction policy exists where images are securely archived or destroyed by shredding.

Staff mobile phones and electronic recording medium or devices are not allowed into the preschool, they are kept in lockers and are never used to take images of children under any circumstances.

Children's Learning Journeys are confidentially stored in a locked room when Footprints are not in session.

This policy was adopted by Footprints Pre-school

Date: _____

Signed by: _____
On behalf of Management (Manager, Owner, Chairperson)

Review Date: _____

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.