



## Micheldever & Stratton Preschool - Staff acceptable use agreement - Digital Images Policy (Revised Jan 2021).

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Staff Acceptable Use Agreement- Digital Images

*This policy has due regard to legislation, including, but not limited to, the following:*

- **The General Data Protection Regulation (GDPR)**
- **The Freedom of Information Act 2000**
- **The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004**
- **The School Standards and Framework Act 1998**
- **The Children Act 1989**
- **The Children Act 2004**
- **The Equality Act 2010**

*This policy has been created with regard to the following guidance:*

- **Information Commissioner's Office (2017) 'Overview of the General Data Protection Regulation (GDPR)'**
- **Information Commissioner's Office (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'**

To ensure that staff are fully aware of their responsibilities with respect to use of digital images, they are asked to sign this acceptable use agreement.

Digital images refer to both still and moving digital photographs/videos.

- Staff/volunteers understand that all photographs taken of children and their families associated with Micheldever & Stratton Pre-school, both in the setting and outside on visits, are the property of Micheldever & Stratton Pre-school.
- All digital images will be taken with Micheldever & Stratton Pre-school cameras/i-pads/ICT equipment and pre-school mobile phone. Any personal mobile phone

taken for photographic purposes, must be uploaded to Tapestry straight away, then immediately deleted.

Photographs will be stored on setting computers/ i-pads/Facebook page and website

- for a period of up to ten years whilst some will be deleted from the settings computers permanently.

Staff understand digital images needed for professional purposes may be used and stored on setting laptops and computers off the premises for a period of one year.

After this time, I agree to be responsible for deleting them.

Photographs/Videos need to be free of any information that would enable identification and tracking of children e.g. adding children's names to photographs is against setting policy.

Staff understand and agree that the setting management may monitor my technology use to ensure the safe use of digital images of children and their families associated with Micheldever & Stratton Pre-school.

I agree to abide to the permissions parents give in the use of photographs of their individual children and families on their application forms.

I understand and agree that any photographs of children to be used in Micheldever & Stratton Preschool and promotional materials and on websites will not include the actual names of any children.

Images posted on Micheldever & Stratton Pre-school's Facebook page, Twitter and Instagram will never be of children's, staff or parents names or personal information.

Micheldever & Stratton Pre-school uses the NSPCC guide on sharing photographs of children on line:-

Photography and sharing images Guidance for photographing and recording children during events and activities

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. Parents are reminded at preschool events that they must not take images/videos of other children and they must not be shared on social media. Parents will be given an opportunity to take individual photos/videos of their child/ren at an appropriate time as directed by the staff. This is to enable us to meet our safeguarding requirements.

At Micheldever & Stratton Preschool we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

### **Risk factors**

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

### **Photography policy**

- do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- use a parental permission form to obtain consent for a child to be photographed and videoed
- obtain the child's permission to use their image
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- address how images of children on an organisation's website can be misused.

Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.

- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children
- do not approve photography sessions outside the event or at a child's home.

Seeking consent for children and young people

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for.

For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

### **Storing images securely.**

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked cupboard and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Any personal equipment to take photos and recordings of children must only be used in the Preschool when the staff member accesses Tapestry to upload them straight away and then must be deleted immediately after upload, we prefer staff to use only cameras or devices belonging to the school or organisation.

Organisations who are storing and using photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information.

### **Other Related Policies & Procedures**

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Acceptable Use Policy*
- *Admissions*
- *Anti-Bullying*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *Covid 19 Policy*
- *Daily Running Policy*
- *Diversity & Equality Policy*
- *Employment & Staffing Policy*

- *E-Safety Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Information Sharing Policy*
- *Key Person Policy*
- *Key Person & Settling Policy*
- *Looked After Children Policy*
- *Mobile, Camera & Social Media Policy*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**January 2021**

**Review Date: January 2022**

**\*This Policy was adopted by the committee on 26/01/21**

**Signed: Sam Smith**\_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 28/01/22**

**Signature: *Mrs AL Mann-Rye***

**Amendments: Removed FS Policies**

**Reviewed Date: 16/01/23**

**Signature: *Mrs AL Mann-Rye***

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

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