

Digital Images (Still and Moving) Policy

All photographs and film taken of the children and families within the provision, and while on trips, remain the property of the provision. All digital images will be taken with cameras owned by the provision. Staff and volunteers are not permitted to use personal equipment (cameras or mobile phones) to take images. Staff and volunteers must be diligent in ensuring that photos taken of children do not place themselves or the child at risk, e.g. making sure that the child is appropriately dressed.

Staff and volunteers must follow parents' wishes with regard to photographs of their child. Images included in external publications and documents, such as promotional materials, websites and social media pages (excluding Family), must never include children's names. Images of children should not be stored on personal computers, laptops or memory sticks. The provision has the right to monitor the ICT equipment of staff in order to safeguard children. Photographs stored electronically must not contain other information about the child, in order to protect their identity.

