



# Taking of Images Policy

The use of cameras and photographs within the settings is central to the implementation of the Early Years Statutory Framework and Development Matters and the completion of learning journeys.

The use of cameras and photographs must however be strictly controlled for the protection of children within the settings.

Procedures in place are as follows:

- Photographs to only be taken using Oasis cameras and SD cards.
- No use of mobile phones to take media images. Mobile phones to be stored in Staff Room and not on person (please see Mobile Phone Policy).
- No use of personal cameras or any other device that incorporates a camera is allowed within the learning rooms.
- Individual signed parent/carer permission to take photographs must be sought on admission details. This includes permission for child to be used in press releases.
- Only Oasis staff to use cameras unless written permission by parents sought e.g. Photographs on trips.
- No images to be transferred to home computers.
- No images to be transferred to removable storage media e.g. memory sticks, CDs.
- Only specific, named staff members to take the SD cards to be developed. They **MUST** sign camera and SD card in and out of premises.  
The named staff members are Juliette George, Jo Murton, Briony Sedgeman, Emily Wallis, and Jade Dunn.
- All photographs must be processed at Morrisons, Tesco or Asda, and must be developed and collected during working hours. Staff must travel directly to/from the drop off and collection point.
- No photographs are to leave the premises unless given to an individual child's parent/carer. This includes learning journeys.

The only exception to these measures is when an individual parent/carer has given specific written consent to a staff member or student to carry out specific project work.

## Images taken by parents/carers or family members at special events

- Parents/Carers, family members and family friends can take photographs of their child participating in special events (such as our Christmas Nativity and Graduation) for family and personal use.
- Any images taken must be for personal use **ONLY** and must not be uploaded onto the

internet, including social media sites, as Data Protection legislation may be breached.

- Parents/carers will be prompted with a verbal announcement at the start of each event that any images must be taken for personal use only. They will be reminded that images must not be sold or uploaded onto the internet, including social media sites, as Data Protection legislation may be breached.
- People with no connection to the Oasis Childcare Centres will not be permitted to take photographs, unless permission has been sought prior to the event for a professional photographer to take photos. Staff will question anyone they do not recognize who is using a camera and/or video recorder at special events.
- The setting will ensure that children are appropriately dressed for special events.
- The setting will ensure that children who should not be photographed, for example those whose parents/carers have refused consent, are not included in any images.
- Use of cameras and other equipment will be monitored.

### Images for use in the setting/setting publications

- Staff should only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **must not** be published. If a name is published, **no image should be used** without specific consent.
- Children and their parents/carers will be made aware of why their picture is being taken and how it will be used.
- Staff should ensure that images of a single child with no surrounding context of what they are learning or doing will be avoided.
- Children and parents/carers should be encouraged to recognise the value of group photographs or recordings of special events.
- The Oasis recognises that images must not be used to cause distress, upset or embarrassment.
- Oasis Childcare Centres use photographs that represent the diversity of the children, young people and families who are part of our centre.
- Images must be kept securely and held by the setting for the duration of the child's time with us, after which, they must be destroyed. Please note that some images, e.g. those used on the setting's website or included in displays, may be used for a further year.
- Images of children from the setting must not be used to illustrate controversial subjects.

### Images for our website

Oasis Childcare Centres website is part of the internet and is more easily accessible than paper based publications.

- Staff should make sure that only appropriate images are used.
- Image and filenames must avoid using children's names.
- The storage of electronic images must be reviewed regularly by a member of the Management team.

**Official press photographs**

If official press photographs or images are taken at a special event, there are special provisions within the Data Protection Act, which permit the press to publish material for journalistic purposes. However, consent is still sought from parents/carers on the initial registration form when they join the Oasis.

Disciplinary procedures will be followed if staff do not adhere to the regulations set out in this policy (please see Disciplinary Procedures).

Adopted by The Oasis Management Committee on: 31.08.2021

Representative of Management Committee Signature: Conor Tudgeam

Review Date: August 2022

