

Guidance for Parents/Carers on the use of Photographic Equipment

This policy has been written following the guidance of:

- Guidance on the use of photography and video equipment by parents/carers, March 2016 - Surrey Early Years Educational Effectiveness Team.

Bus Stop Pre-School recognises that parents/carers who attend Pre-School events such as the Christmas Nativity and Sports Day like to capture special moments in photos. Therefore, parents/carers are permitted to take photograph at Bus Stop Pre-School events where they have been invited to attend by the Pre-School team. Parents/carers are invited to take a photograph of their child at the end of the performance/event.

Where a parent/carer is joining the Pre-School as a visitor for the day for example at Forest School, parents/carers are not permitted to take photographs of their child, as parents/carers have come along to join in their child's learning experiences, rather than to take photographs.

Bus Stop Pre-School does not permit the use of Video recording of children at any time.

Parents/carers must adhere to the following guidance at all times when using photographic equipment at Pre-School events:

- Photographs captured at Pre-School events by parents/carers are for personal use only.
- Parents/carer to keep their mobiles/camera away until the end of a performance/event. Children want to see their parents/carers happy faces, not a mobile/camera looking at them.
- Photographs from Pre-School events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other websites. While Bus Stop Pre-School recognises the internet is an easy way to share treasured moments with family and friends, we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and Bus Stop Pre-School requires everyone's support to protect the whole community.

- Parents/carers wishing to take a photo of their child together with their child's friends must ask permission from that child's parent/carer before taking a photo.
- Parents/carers should not sell or distribute by any other means photographs taken at Bus Stop Pre-School events.
- Member of staff at Bus Stop Pre-School reserves the right to challenge any person using photographic/video equipment at a Pre-School event who they do not recognise or where they do not know that person's connection to a Pre-School child. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/carers should only take photographs in designated areas as set out by the Pre-School staff.
- Parents/carers should not take photographs in sensitive areas such as the toilets at any time.
- Bus Stop Pre-School reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs Bus Stop Pre-School will follow necessary safeguarding procedures.
- Bus Stop Pre-School reserves the right to remove consent to take photographs at any time for example, due to excessive flash and mobiles/camera interrupting the performance/event and or upsetting children during a performance/event.
- Parents/carers are required to follow additional guidance in event programmes or announcement from Pre-School staff as to when photography are permitted.
- Parents/carers joining the Pre-School children as a visitor for the day i.e. during a Forest School session, are not permitted to take photographs of children at any time.

Useful websites and more information:

- Information Commissioners Office: https://ico.org.uk/media/for-organisations/documents/1136/taking_photos.pdf
- Safeguarding Children and protecting Professionals in Early Years settings: Online safety consideration - <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>.

This policy was adopted April 2017 to be reviewed annually.

This policy was reviewed in September 2021, to be reviewed in September 2022

Signed by Owner _____ Manager _____