

## Camera Policy

The use of cameras should be considered an essential and integral part of everyday life. As such, children and young people and early years practitioners and their managers are to be encouraged to use such technology in a positive and responsible way.

It has to be recognised however, that digital technology has increased the potential for cameras and images to be misused and inevitably there will be concerns about the risks to which children and young people may be exposed. Practical steps must be taken to ensure that the use of cameras and images will be managed sensitively and respectfully. A proactive and protective ethos is to be reflected which will aim to promote effective safeguarding practice. It must however be acknowledged that technology itself will not present the greatest risks, but the behaviours of individuals using such equipment will.

### Aim

The Camera and Image Policy will aim to ensure safer and appropriate use of cameras and images through agreed acceptable use procedures. This is to be in line with legislative requirements and will aim to respect the rights of all individuals.

### Scope

The Camera and Image Policy will apply to all individuals who are to have access to and/or be users of work-related photographic equipment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

### Policy statement

### Code of conduct

All early years practitioners and their managers must ensure that the policy and procedures included herein are to be adhered to at all times.

The use of cameras and other photographic equipment is only to be authorised by the Senior Designated Person for Safeguarding. Early years practitioners and their managers should only use such equipment for purposes as designated by the Senior Designated Person for Safeguarding. It must be recognised that individuals may be given different levels of responsibility in terms of authorised use.

Wherever practical, cameras and other photographic equipment will be designated for work-related purposes only. The use of personal photographic equipment is to be avoided. Should it be considered that such use is not to be precluded for a given reason, explicit authorisation must be obtained from the Senior Designated Person for Safeguarding and all relevant details of use are to be recorded.

The use of personal USB sticks, the transferring of images via free unfiltered web mail or via mobile media is to be avoided. Should remote access be given to servers or systems where images are to be stored, access will only be given as authorised by the Senior Designated Person for Safeguarding.

The Senior Designated Person for Safeguarding must reserve the right to view any images taken and/or to withdraw or modify an individual's authorisation to take or make images at any time. Early years practitioners and their managers must ensure that all images are available for scrutiny and be able to justify any images in their possession.

The Senior Designated Person for Safeguarding will be responsible for ensuring the safe storage of all images, in accordance with the Camera and Image Policy. Early years practitioners and their managers are to have a duty to report any concerns relating to potential misuse. Clear whistle-blowing procedures are to be in place.

#### Procedures

Prior consent will always be obtained in writing before any images will be taken. Verbal consent will not be accepted under any circumstance. If it should not be possible to obtain prior written consent, no images will be taken involving the individual child or young person concerned.

Individuals who do not have parental responsibility, such as childminders, friends or other relatives will not be able to give such consent. Only consent provided by a parent or carer with parental responsibility is to be accepted. The parent or carer will reserve the right to refuse or withdraw their consent at any time. Partial or restricted consent may also be given where deemed necessary by the parent or carer. Specific consent for the use of images for purposes other than those previously stated and agreed will be requested, for example, should images be required for publicity materials or to support the training needs of early years practitioners and their managers. Such consent will detail how the photographs are to be used and for what period of time such permissions will cover.

Images must not be used for anything other than the stated purposes; unless additional revised consent is to be obtained. A copy of the relevant image will be stored with the specific consent form.

Images of children who are to no longer attend the early years setting will not be used, unless specific consent has been obtained to cover this extended period. Generally consent to use images will lapse should a child leave the early years setting.

Images of children if held for which consent has never been given are not to be used, unless the specific consent of the parent or carer is to be obtained. Should it not be possible to obtain such consent, such images are to be returned to the individual concerned or destroyed.

#### Authorisation and review

Agreed by: .....

Authorised signatory:.....

Date: .....

Date of review: .....