



St. Thomas a Becket Nursery School
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Registered Charity No. 1097448

Digital Image & Mobile Phone Policy

(Online Safety Policy 3 from a suite of documents,
adopted from ESCC Toolkit for Early Years Settings)

Responsibility: Designated Safeguarding Lead
Review Cycle: Annually or as needed

Date of adoption / last review:	Signed / Role	Date next review due
September 2023	C.Harrison – Nursery Lead	September 2024

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County Council



1. Introduction

- 1.1. The use of digital images should be considered an essential and integral part of everyday life. As such, children and staff at St Thomas a Becket Nursery are encouraged to use such technology in a positive and responsible way.
- 1.2. It is 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 our nursery children may be exposed.
- 1.3. It is acknowledged that technology itself will not present the greatest risks, but the behaviours of individuals using such equipment.
- 1.4. Practical steps must be taken to ensure that the use of cameras and images is managed sensitively and respectfully. A proactive and protective ethos will be reflected which will aim to promote effective safeguarding practice.

2. Aim

- 2.1. The Digital Image and Mobile Phone Policy aims to ensure safer and appropriate use of cameras and images through agreed acceptable use procedures. This is in line with legislative requirements and aims to respect the rights of all individuals.

3. Scope

- 3.1. The Digital Image and Mobile Phone Policy will apply to all individuals who have access to and / or are users of work-related photographic equipment. This will include parents and carers, early years practitioners and their managers, volunteers, students, trustees, visitors and contractors. This list is not exhaustive.
- 3.2. The Digital Image and Mobile Phone Policy applies to the use of any photographic equipment. This includes mobile phones and portable devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

4. Responsibilities

- 4.1. The Designated Safeguarding Lead (DSL) is responsible for ensuring the acceptable, safe use and storage of all camera technology and images. This includes the management, implementation, monitoring and review of the Digital Image and Mobile Phone Policy.
- 4.2. Further details on the responsibilities of the Designated Safeguarding Lead, registered person, early years practitioners and their managers, parents and carers and the children are to be found in the Acceptable Use Policy.

5. Legislative framework

- 5.1. This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children.
- 5.2. All images will be used in a manner that meets the requirements of the eight Data Protection Principles.
- 5.3. This means that images will be:
 - Fairly and lawfully processed
 - Processed for limited, specifically stated purposes only
 - Used in a way that is adequate, relevant and not excessive
 - Accurate and up-to-date
 - Kept on file for no longer than is necessary
 - Processed in line with an individual's legal rights
 - Kept securely
 - Adequately protected if transferred to other countries
- 5.4. St Thomas a Becket processes personal data and therefore is registered under the Data Protection Act with the Information Commissioners Office. Further details can be found at www.ico.gov.uk.

6. Code of conduct

- 6.1. All St Thomas a Becket Nursery staff must ensure that the policy and procedures included herein are adhered to at all times. The Digital Image and Mobile Phone Policy should be considered in conjunction with the Acceptable Use Policy and the ICT Misuse Policy.
- 6.2. The use of the Nursery and other photographic equipment should be authorised by the Designated Safeguarding Lead. It must be recognised that individuals may be given different levels of responsibility in terms of authorised use. The use of staff personal mobile phones continues to be prohibited within the children's areas of the nursery.
- 6.3. Nursery cameras and other photographic equipment are designated for work-related purposes only. The use of personal photographic equipment is avoided. If such use is allowed, authorisation must be obtained from the Designated Safeguarding Lead and all relevant details of use should be recorded.
- 6.4. The transferring of images via unprotected USB sticks, unfiltered web mail or unprotected mobile media is avoided. Electronic images of children will be kept securely, remote cloud access will only be given as authorised by the Designated Safeguarding Lead. No personal data will be stored on servers outside of the UK to ensure the nursery complies with standards designated by GDPR and UK Data Protection Law.
- 6.5. The Designated Safeguarding Lead 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. All staff must ensure that all images are available for scrutiny and be able to justify any images in their possession.

- 6.6. The Designated Safeguarding Lead is responsible for ensuring the safe storage of all images, in accordance with the Digital Image and Mobile Phone Policy and the advice given by the UK Information Commissioners Office concerning the secure storage of personal data.
- 6.7. All staff have a duty to report any concerns relating to potential misuse. Clear whistle-blowing procedures are in place. An anonymous reporting system will also be promoted and used to facilitate this process.

7. Consent

7.1. Statement of intent

- 7.1.1. Signed consent to take photographs or record images of children are requested from the parent or carer on enrolment of their child and recorded for future purposes. The purpose for taking any images is clearly explained and agreed. Consent given is to be reviewed annually until such time the child no longer attends the setting. This consent will cover the taking of images for general and specific purposes.

7.2. Procedures

- 7.2.1. 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.
- 7.2.2. 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.
- 7.2.3. Specific consent for the use of images for purposes other than those previously stated and agreed will be requested. Such consent will detail how the photographs are to be used and for what period of time such permissions will cover.
- 7.2.4. Images of children who no longer attend the nursery will not be used, unless specific consent has been obtained to cover this extended period.

8. Images

8.1. Statement of intent

- 8.1.1. It is recognised that children could be exposed to potential risk should images be misused, including:
- The making, taking and distribution of inappropriate and indecent images.
 - Grooming (the process by which child sex offenders and paedophiles will befriend victims through direct or indirect contact, often preceded by efforts to gain personal information about the child)
- 8.1.2. Such incidents fortunately remain very rare; but it should also be understood that detailing such concerns will often raise further anxieties and will make many individuals feel uncomfortable. It is acknowledged however, that the first step towards minimising any danger is to have a fuller understanding of what constitutes a risk and what behaviours may compound it.

- 8.1.3. Protective and precautionary measures will therefore be considered when taking, making or using images of children; and therefore all St Thomas a Becket staff should be expected to agree and sign up to an Acceptable Use Agreement (in line with the Acceptable Use Policy).

8.2. Procedures

- 8.2.1. The purpose and context for any proposed image will always be considered.
- 8.2.2. Sensitivity must be shown to any child who appears uncomfortable; and the potential for misinterpretation must be recognised. Images will therefore not be taken of any child against their wishes.
- 8.2.3. The taking or making of images of a child in a one to one situation with an adult must be avoided whenever possible; unless there is an agreed, specified reason for doing so. It is recognised that the context of such situations is likely to be perceived as sensitive and the use of cameras will be seen as intrusive and open to misinterpretation. It is recognised that this may leave both the adult and child in a vulnerable position and is therefore not accepted practice.
- 8.2.4. Photographs will not be taken of any child if they suffer an injury; whether it is accidental or non-accidental. This will be deemed a misuse of power which will potentially cause the child to become distressed or to feel humiliated. Where necessary, medical help should be sought, and in the case of a suspected non-accidental injury, the Safeguarding Policy will be implemented with immediate effect.
- 8.2.5. Images which may cause distress, upset or embarrassment will not be used and will be securely and safely disposed of.
- 8.2.6. Images of children must only be taken when they are in full and suitable dress. **In no circumstances are images to be taken of children or young people in any state of undress.** Should children be participating in sport activities, careful consideration must be given to the appropriateness of taking such images, in particular the angle at which shots are taken.
- 8.2.7. **The taking or making of images in sensitive areas of the nursery, for example toilet cubicles and changing areas, are strictly forbidden.**
- 8.2.8. It should be ensured that where a child's name or any other identifying information appears in any caption or accompanying text alongside their photograph, for example on displays, particular care will be taken where such images are likely to be viewed by others, including the general public.
- 8.2.9. Consideration will always be given where images are published, including with the use of Tapestry or other online learning journeys. These systems are tailored to enable parents and carers to access their own child's photographs and work safely. Where photographs are taken of a child at a group event, families will be made aware of expectations of how that image may be used. Images and videos should be used for their own or family's personal use only and families will be asked to:
- Think about privacy and who has the right to see their images, not only of their own child but of others.

- Think about the implications of sharing the images online. If the images are shared online then they must make sure they are limited to immediate family only and not made public.

9. Use of images of children by the media

9.1. Statement of intent

- 9.1.1. There may be occasions where the press are invited to a planned event to take photographs of the children who take part. It should be noted that the press enjoy special rights under the Data Protection Act, which permit them to publish material for journalistic purposes.
- 9.1.2. Generally, parents and carers will take pride in 'press cuttings'. However, some parents may object to information about, and images of, their own children being published. It will be ensured that parental / carer consent has been sought before the press is given any access to children. If a parent or carer chooses not to give permission for their child to be photographed in such circumstances, this right will be observed at all times.

9.2. Procedures

- 9.2.1. The manner in which the press will use images is controlled through relevant industry codes of practice as well as the law. In this way a check is put on the potential improper use of images of children by the press. Additional checks can however also be carried out by the Designated Safeguarding Lead. This ensures that photographers are made aware of the sensitivity in respect of detailed captioning and close up photography.
- 9.2.2. In circumstances where a photo may be sent to the local press for publicity purposes, consent will always be sought from parents and carers and, wherever possible, individual children will not be named. Where names are requested we will request that only first names are used however responsibility and liability cannot be held for the actions of a third-party organisation, should they choose not to abide by any of those requests.
- 9.2.3. The identity of any press representative to any event will always be verified. Access will only be permitted where the event is planned, and where press are specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
- 9.2.4. Every effort will be made to ensure that the press abide by any specific guidelines as requested by the setting. However, no responsibility or liability can be claimed for situations beyond reasonable control, and where the setting is considered to have acted in good faith.

10. Use of a professional photographer

10.1. Statement of intent

- 10.1.1. It will be ensured that any professional photographer engaged to record any events is prepared to work according to the terms of this policy document and the following guidelines:
 - In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the Data Protection Act 1998 and the newer GDPR.

- Photographers will only be used where they guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will insure against accidental loss or destruction of, or damage to, personal data

10.2. Procedures

10.2.1. Photographers should be expected to demonstrate that they have agreed to ensure:

- Compliance with the Data Protection Act 1998 and GDPR
- Images are only used for a specified purpose and will not be used in any other context
- Images are not disclosed to any third party unless it is a specific requirement to do so in order to fulfil the requirements of the agreement. Such use will also be subject to parental / carer permission

10.2.2. Care will be taken when choosing photography agencies and / or professional photographers.

10.2.3. Details of any checks regarding suitability, which may include evidence of Criminal Record Bureau checks, will be requested. Photographic identity should be checked on arrival. If there are any concerns in respect of the authenticity of any photographer, entry will be refused. Such concerns will be reported.

10.2.4. Photographers should be treated as any other visitor. As such, appropriate levels of supervision should be in place at all times. This will ensure that no unsupervised access to children is given.

11. Children photographing each other

11.1. Statement of intent

11.1.1. Children may be given the opportunity to photograph each other and their surroundings within the setting environment to support their learning and development needs. These activities will be encouraged in a safe and enabling environment.

11.2. Procedures

11.2.1. Early years practitioners and their managers will agree age appropriate acceptable use rules with the children regarding the use of cameras.

12. Parents photographing their children

12.1. Statement of intent

12.1.1. Parents and carers are not covered by the Data Protection Act 1998 if they take photographs or make a video recording for their own private use. The Act does not prevent parents and carers taking photographs or making video recordings of their own children within the setting environment, for example during nativity plays.

12.1.2. The right to refuse parents and carers the opportunity to take photographs and make videos is however reserved.

12.2. Procedures

- 12.2.1. Parents and carers will need complete a Photography Acceptable Use Agreement if they wish to take or make any recordings within the setting environment. Authorised use will only be permitted on agreed dates and times, and within designated areas of the nursery.
- 12.2.2. Parents and carers will only be permitted to make recordings or take photographs of any event for their own personal use. The use of such images and recordings for any other purpose and without express permission will not be allowed.
- 12.2.3. Parents or carers who are authorised to use photographic equipment will be encouraged to be mindful of others when making and taking such images. The right to withdraw consent will be maintained and any images or filming will be open to scrutiny at any time.

13. Closed circuit television (CCTV)

13.1. Statement of intent

13.1.1. St Thomas a Becket Primary School may operate CCTV for the following purposes:

- To control access
- To monitor security
- For site management, for example monitoring incorrect parking, manoeuvring vehicles and delivery arrivals
- For monitoring purposes
- To act as an effective deterrent to prevent crime and to discourage trespassing

CCTV is not used within the St Thomas a Becket nursery setting

13.2. Procedures

- 13.2.1. All school areas which are covered by CCTV are signposted, and notifications are displayed so that individuals are advised before entering such vicinity.
- 13.2.2. Please see the school office for a copy of their policies.

14. Web-cams

14.1. Statement of intent

14.1.1. Parental consent will be obtained should web-cams be used within the setting environment. Full details of why a web-cam is to be used would be provided. This will also include information on the use of images, who is to be given authority to view them, and the security measures which will be implemented to prevent unauthorised access.

14.2. Procedures

- 14.2.1. The regulations which apply to web-cams regarding signage are those as for CCTV.
- 14.2.2. If filming does take place, children, parents and carers, practitioners and their managers would be consulted. Written consent will be obtained from all parents and carers.

14.2.3. The details for the storage and disposal of recordings will be the same as for CCTV.

15. Mobile Phones

15.1. Statement of Intent

- 15.1.1. The aim of the Digital Image and Mobile Phone Policy is to protect children from harm, by ensuring the appropriate management and use of images captured on mobile phones by all individuals who come into contact with St Thomas a Becket Nursery.
- 15.1.2. Children should be empowered with the skills to manage technology in a safe and appropriate way; and to be alert to the potential risks of such use.
- 15.1.3. This should be achieved through balancing protection and potential misuse. Alongside the potential risks, mobile phones continue to be effective communication tools. This in turn contributes to safeguarding practice and protection.

Work Mobile

- 15.2. The use of a mobile phone in working hours will be allowed for:
 - An essential part of the emergency toolkit which is to be taken on short trips and outings
 - A back-up facility should landline facilities be unavailable – or where contact needs to be made outside of operational hours
- 15.3. Effective security procedures are in place to safeguard against potential misuse. Personal phones are stored securely and away from the children's areas and are not used in the children's areas.
- 15.4. Personal calls will not be made during work time, other than in circumstances to be agreed. These will not be made in the children's areas.

Driving

- 15.5. Staff who are required to drive on behalf of the nursery, such as to training, must ensure that any mobile phones are switched off whilst driving.
- 15.6. When driving on behalf of the setting, all staff should not make or take a phone call, text or use the enhanced functions of a mobile phone. This also applies to the use of hands-free and wireless connections, which can be a distraction rather than a safer alternative.

16. Use of internet / intranet sites

- 16.1. Refer to the Internet Policy guidance.

17. Website

17.1. Statement of intent

- 17.1.1. The posing of images on websites may raise particular issues and concerns.

17.1.2. There is a risk that such images could be subject to manipulation and circulation without consent or even knowledge. The risk that children could be exploited in some way after having their image displayed is acknowledged.

17.2. Procedures

17.2.1. Displaying images of children on the setting's external website will be avoided wherever possible. If images are to be displayed, explicit consent from the parent or carer is given and recorded. Under no circumstances will a child's photo be published on any insecure social networking sites, including Facebook page.

17.2.2. The use of secure online learning systems such as Tapestry is promoted. Photographs of children are securely posted and such use is therefore encouraged. Uploading of images to these sites will be covered by the Photography Acceptable Use Agreement.

18. Learning journeys

18.1. Statement of intent

18.1.1. Under the Early Years Foundation Stage, practitioners and their managers are encouraged 'to track children's progress and have a system for channelling the wealth of information gathered about individual children into a manageable summary. Detailed individual activity in a particular context, photos and special moments contained in a child's portfolio all document the child's unique learning journey'. Such portfolios are known as learning journeys and these are used to document and monitor the individual learning and development progress of each child in the early years age group (birth to five years).

18.2. Procedures

18.2.1. The information contained within each learning journey relates to an individual, identifiable child; therefore, it will be treated as personal data. This means that such information is stored securely when not in use. The aim is to avoid unauthorised access to potentially sensitive data.

18.2.2. A code of practice trust statement is advocated to protect and promote the welfare and individual rights of children. Details of this code of practice will therefore be included in a Learning Journey Trust Statement. This is to be displayed on the front cover of all individual learning journeys.

18.2.3. Consent will be obtained from parents and carers if their child is photographed amongst a group of children; and where the image is included in a learning journey belonging to another child.

18.2.4. Where possible, therefore, 'blanket' consent will be requested from parents and carers for group images to be included in the learning journeys of other children. Parents and carers will of course be permitted to restrict their consent. If it is not possible to obtain consent, the relevant image should not be shared across the learning journeys of other children.

18.2.5. Individual learning journeys, constructed by early years staff, are provided for the benefits of the individual child and their parents or carers. Parents and carers are therefore given the responsibility for choosing what to do with any personal data contained in the learning journey,

once it is in their possession. Parents and carers will be reminded that they must not share, distribute or display images of other children without relevant authorisation and consent from the parent and carers of all children captured in any of the photographs.

19. Early years practitioners training portfolios

19.1. Statement of intent

- 19.1.1. During training, early years practitioners may be required to compile portfolios which will be used to document and evidence their own learning. Part of this documentation is likely to include images of the early years practitioner working alongside children participating in various activities.
- 19.1.2. The Designated Safeguarding Lead has a duty of care to ensure that early years practitioners act responsibly in compiling the images included in training portfolios. Early years practitioners will therefore be monitored in their taking, making and use of such images. All images are subject to scrutiny and regular audits are carried out to ensure all relevant policies and procedures are adhered to.

19.2. Procedures

- 19.2.1. The Designated Safeguarding Lead oversees the compilation of images which are used by early years practitioners when completing training portfolios. Any images which are deemed unsuitable for any reason are not be included.
- 19.2.2. If images are considered inappropriate, the Designated Safeguarding Lead should ensure the ICT Misuse Policy is applied.

20. Displaying images

20.1. Statement of intent

- 20.1.1. We ensure that still images depict children in an appropriate way. The identity of individual children will be protected. Particular caution is taken where images are displayed in a public place. (The definition of a public place includes any areas where parents and carers, members of the public and visitors are given access).

20.2. Procedures

- 20.2.1. Increased sensitivity is observed in the positioning of these images, especially those placed in the most public areas, i.e notice boards on the external wall and the reception area .

21. Storage and disposal

21.1. Statement of intent

- 21.1.1. Images will be stored and disposed of securely. The aim is to prevent unauthorised access, ensure confidentiality and protect identity. All images will be stored and disposed of in line with the Data Protection Act 1998 and GDPR.

21.2. Procedure

- 21.2.1. Images will not be kept for longer than necessary. The Designated Safeguarding Lead will ensure that all photographs are permanently wiped from memory cards, computer hard drives, portable drives or other relevant devices once the images are no longer of use.
- 21.2.2. If images need to be kept for a short period of time, they are appropriately protectively stored through password protection on the computer hard drive or other appropriate storage device. Such equipment is stored securely and access restricted.
- 21.2.3. Photographs will not be stored on portable storage devices for any longer than is necessary.
- 21.2.4. Security measures will be the same that apply to any personal data.
- 21.2.5. All images, including those held within learning journeys should remain on site at all times, unless prior explicit consent has been given by the Designated Safeguarding Lead.
- 21.2.6. Photographs and copies of photographs will be disposed of when no longer required. They will be deleted and wiped or shredded as appropriate.
- 21.2.7. A record of all consent details are kept on file. If permission is withdrawn at any time, all relevant images will be removed and disposed of. The record will be updated accordingly.

22. Security

22.1. Statement of intent

- 22.1.1. All images are handled as personal data and deemed to be of a sensitive and confidential nature. It is recognised that damage or distress could be caused if security is breached.
- 22.1.2. The Designated Safeguarding Lead is responsible for ensuring that all information is handled appropriately and securely. If there are any concerns over breaches of security, the Designated Safeguarding Lead and / or the registered person will take action as appropriate. All such incidents will be recorded, reported and acted upon.

22.2. Procedures

- 22.2.1. Security procedures are monitored and reviewed regularly.
- 22.2.2. Under the Data Protection Act of 1998 and the GDPR, reasonable steps are taken to ensure the reliability and suitability of any individual who has access to personal data.
- 22.2.3. To this effect, effective safer recruitment procedures are applied. Regular checks are also undertaken to ensure the on-going suitability of all existing early years practitioners and their managers. All relevant checks are completed before any new employee, volunteer or student is given access to children and / or their personal data.
- 22.2.4. All early years practitioners are required to follow confidentiality and information sharing procedures, which are agreed to at the time of induction.
- 22.2.5. The following aspects of security are to be managed accordingly:
 - Physical security – effective systems are in place to ensure physical security and to protect against theft, including that of laptops, computers, cameras, and any personal data, including photographic images.

- Digital security – stringent measures are implemented to ensure digital security. Security is updated as and when required.

22.2.6. Security procedures are proportionate to the potential risks involved and are subject to monitoring and review.

23. Safe Storage

- 23.1. A designated safe and secure area is made available to practitioners and their managers for the storage of personal belongings during the working day.
- 23.2. Practitioners and their managers recognise that any belongings left in such storage areas are left at their owner's risk. No liability for loss and / or damage can be accepted.

“The internet provides our children with a world of entertainment, opportunity and knowledge – a world literally at their fingertips. But we must ensure that the virtual world is as safe for them as this one.”

- Prime Minister Gordon Brown, March 2009

Learning Journey Trust Statement Template

Dear Parent or Carer,

This learning journey is used to reflect your child's time at St Thomas a Becket Nursery. It includes observations of your child at play, photographs and other information. The aim is to provide you with a continuous picture of your child's time at our nursery. The learning journey, therefore, captures your child's own personal journey, based on their own individual starting point, interests and experiences.

We hope that you will be able to contribute information to this learning journey, perhaps by including some information and photographs which show what your child enjoys doing at home. This information will help us to ensure that the care, learning and development opportunities we offer your child compliment those you already offer.

Please remember however, that this learning journey contains personal data that relates not only to your child, but to other children who attend our early years setting. It is likely, for example, that some of the photographs enclosed will capture other children at play. Permission has therefore been obtained to include such information in your child's learning journey, however it must be remembered that such data is shared for your own personal use only. This means that information cannot be shared with others, or 'publicised' in any way, without the explicit consent of the parents or carers of those children who may be included. For example, such photographs cannot be displayed on a social networking site or displayed in a public place.

Child's name:

- I understand and agree with the Learning Journey Trust Statement.
- I understand that any data included within my child's learning journey which relates to another child, is for my information and personal use only.
- I will not seek to publicise, display or share such data with others, and will ensure the privacy of other families in doing so.
- I understand that my child's image may be used in group photographs which are included in other children's' learning journeys.

Parent or Carer's name:

Signed (Parent / Carer):

Date:

Council

St Thomas a Becket Nursery

Image Consent Letter and Form Template

Date:

Dear Parents and Carers :

Child's name:

This letter explains why we will need to ask for consent before we are able to take photographs of your child during their time at St Thomas a Becket Nursery.

Generally, photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including to:

- document what they enjoy doing
- record their learning and development progress
- display in learning journeys and / or document panels
- record special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increased use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children by minimising risk. We will seek to protect children's identity and to limit opportunities for the taking, making and distribution of inappropriate images.

We often stage events for children to which parents are invited. Photographs of setting productions are ones which parents / carers tend to treasure. We will always try our best to allow parents / carers to use cameras at such events (on condition that they have signed the Acceptable Use Agreement).

Occasionally, we may forward photos on to the local media for publicity purposes and to record any special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken, and potentially published at such times.

Should we wish to use any images in our publicity, in our prospectus or on the website, we will again ask for specific permission. This will be obtained alongside a copy of the image, and permission to use such image will be for a defined period of time only.

We are mindful of the fact that for some families, there may be reasons why protecting a child's identity is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your position regarding consent, **please** let us know immediately in writing.

To comply with the Data Protection Act 1998, we need your permission before photographs and recording of your child are made.

Please complete as appropriate.

- I consent / do not consent to photographs of my child being taken by authorised personnel representing [*name of early years setting*].
- I consent / do not consent with any resulting images being displayed on walls or in digital photo frames where they may be visible at times to the general public or anywhere which could be defined as a 'public place'.
- I consent / do not consent to my child's image being used in publicity materials or in the media.
- I understand that I can withdraw my consent, or can request to see images taken at any time.
- I have discussed the policy with my child, and she / he is happy to be photographed, although I understand that at any time should she / he refuse or become upset, no photographs will be taken.

Name of parent / carer:

Name of child:

Date:

This form is valid for the duration of your child's time at St Thomas a Becket Nursery. The consent will automatically expire after this time. It is your responsibility to let us know in writing, if you want to withdraw or change your consent at any time.

St Thomas a Becket Nursery

Photography Acceptable Use Agreement Template

We recognise that parents and carers are likely to want to record early years setting productions or special events, and families will value the memories evoked from such images for years to come.

We request that parents and carers sign an Acceptable Use Agreement to cover the taking and use of such images, to ensure that the requirements of the Data Protection Act 1998 are adhered to and the wishes of other parents / carers are respected.

I agree to:

- Use recording / photography only in the designated areas agreed
- Use recording / photography equipment on the agreed date and time only
- Respect the rights of other parents, and will not attempt to make any recordings if full parental consent cannot be obtained
- Stand to the rear of the designated area to avoid obstructing the view of others
- Avoid taking unnecessary close-ups of individual children (other than my own child)
- Stop recording / taking photos on the request of any staff member
- Ensure any photographs or videos taken are for my personal use only
- Not sell, publish or display such images in any form, including uploading of photos on to the internet, in line with Data Protection guidelines

Name of parent / carer:

Name of child:

Date: