

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.



Safeguarding

1.11 Cameras and Photographs

Policy statement

At Eastington Playgroup we aim to use cameras and photographs to celebrate children's success and for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Learning resources

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

Photographs are used extensively throughout Eastington Playgroup for a variety of purposes. Generally, staff take photographs of the children throughout the year to capture a particular example of play, skill or something the child has achieved. In addition, we use photographs for:

Photographs	Purpose
Displays of children's work	A record of ideas and references for future use
Example of children's play	As part of an individual child's learning journey, given to parents at the end of the year. For display depicting learning within EYFS.
Setting albums	For children to look at and talk about
Policy and planning folder	To explain the work of the setting to parents and visitors
Special events and festivals	As a record for the settings year for children and parents to look at and talk about
Birthday display	Used as a setting resource to talk about birthdays, months of the year etc
From home, in 'My Special Book'	To act as a link between home and playgroup
Photographs of the local environment	As a resource for topic work, usually focused in on Knowledge and Understanding of the World
Children's own photographs	Children take photographs at playgroup on the digital camera, help print out, to gain experience in using technology

Camcorders may also be used in the setting for many of the above purposes and we may use for assessments and planning tools.

Points to Consider

We are aware of the need for the sensitivity when taking photographs and observe the following:

- The child does not object to having their photograph taken
- Photographs are used to show positive issues (e.g children playing cooperatively, mastering a new skill, work that a child has worked hard on or is pleased with)
- We are inclusive so that gender, race, special educational needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups

We seek parental permission to take photographs, which will be sought when a child starts playgroup and where photographs and samples of children's work are to be displayed outside the setting. See permission slip at the end of this policy.

Students, visiting professionals or researchers who need to take photographs as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way. Parents are made aware of our use of cameras and the location of this policy through the settings prospectus.

Parents photographing and videoing children at playgroup

Parents may take photographs of playgroup events subject to ordinary courtesies and Health and Safety issues. Not obscuring the view of other audience members, calling out and distracting children.

We encourage to use film or settings on their camera that do not require a flash as this could distract or dazzle a child, and cause them to have an accident.

It is however, important to note (and advise parents if necessary) that photographs/video footage should not be published in print or digitally (e.g on websites) without the approval of the parents of all children featured in the photograph/video. This applies both to individuals and to the setting.

Eastington Playgroup cannot be held accountable for photographs or video footage taken by parents at events.

This policy was adopted at a meeting of	Eastington Playgroup	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	