



## USE OF PHOTOGRAPHS AND VIDEOS POLICY

The Den takes all necessary steps to keep children safe from harm, including the use of their image without prior permission from a parent / carers.

All staff will be familiarised with the provisions contained within this policy and will be expected to act in accordance with them at all times.

This policy aims to minimise the risk of inappropriate use of photos and videos of children.

### Photography and Filming

- Children have their photographs taken to provide evidence of their achievements for developmental records throughout their time at The Den.
- Consent is obtained from parents to allow The Den to photograph or video pupils
- Parents retain the right to withdraw consent at any stage, but they need to do so in writing.
- Should parents not give permission for their children's photos to be published The Den will respect this decision and ensure they do not place such photos on the School website, school social media sites or any other publication
- To ensure the identity of pupils is protected, images and details of pupils are not published together.
- We are careful to ensure that we use images of children in suitable dress.
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times

- On occasions, The Den may use images as part of an advertisement or press release. We ensure that photos are not published without prior consent from parents.
- The storage of photographs - photographs of pupils are maintained for authorised education setting use only and disposed of either by return to the child, parents, or shredding as appropriate.
- No images should be removed from school computers and taken home.
- If permission is withdrawn for a photograph it is edited from the storage immediately.
- Mobile Phones / Camera Phones - Staff must not use mobile phones whilst they are working with the children.
- An online reporting system for recording child observations is used at The Den, which includes film and photographs.
- Photographs may be displayed on walls of The Den.
- Photographs are printed out at The Den and kept in children's folders for children and parent/carers to look through and to evidence learning and development.

### Parents

- Parents are not to post any video clips or photographs taken at The Den during visits on any social media sites if the images have any child other than their own included.
- Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film

Next Review Date: June 2026