

SECTION 1

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



1.4 Safeguarding Children: Use of images of children and ICT

Policy statement

Images of children should be treated as sensitive material; they should be stored and used in an appropriate manner, protecting the identity of children where appropriate.

EYFS key themes and commitments

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

- All photographs kept by the setting must be relevant.
- Once a photograph is no longer relevant to the setting it should be destroyed. Including those on the computer.
- Parental permission forms should be in place for taking photographs and information should be given as to what you intend to use them for, especially if it is for external use.
- Mobile phones of staff should be locked away in a secure tin during times when children are present.
- If using photographs of children taken outside of the setting e.g. at home or on holiday permission must be given by the parent before the setting use them.
- Staff should use only the settings camera and not bring in their own this includes camera phones.

- Children’s online learning Journals protect the identity of other children in relevant photographs, by obscuring their faces.
- Parental permission should be sought for children to use the computer.
- Staff should know how to use equipment and attend training if necessary.
- Staff should provide appropriate supervision when children are using ICT.
- ICT equipment is for work use only.
- Confidentiality of the setting should be respected when staff and committee members using Social Networking Sites at home in their own time.
- The setting leader will check that ICT equipment and resources are being used responsibly and that the policy is not being breached
- For open events e.g. nativity/fun days etc, permission must be gained from all parents before any photos/filming can be carried out. Where permission is not gained from all parents only photos of individual children may be taken at the end of the event.
- All images are saved on one device that remains on the premises.

This policy was adopted by Tamar Valley Pre-school at a meeting held on.....

Signed on behalf of the committee(chairperson)

.....(committee member)