



## **CVSE Photography, Mobile Phone and Camera Policy Document**

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## **Photography policy**

### **1.0 Introduction**

There are occasions when as an organisation we would like to take photographs of our activities at the Parent and Child groups, Kindergarten and Festivals, to enable us to publicise our activities properly giving, for example, prospective parents and funding organisations a feel for what occurs.

The use of pictures is in some instances far more effective than just written text. In order to present to others how beautiful our groups are there is no better way than to see actual photos of the people, children and environment we have the good fortune to work with.

The Kindergarten aims to keep all children within its care safe. This includes raising awareness of potential danger through the taking of, and/or distributing of, photographs or moving images.

Mobile phones should be used only as a safety element during the Kindergarten day; members of staff should not be texting, emailing or on social media during their working day. To do so is a disciplinary offence and will be dealt with accordingly.

Any visitors to the setting must also observe the same policy, this includes parents, prospective parents and contractors.

Any staff member who sees a person using a phone inappropriately must immediately ask them to stop and/or leave the setting.

Photographs taken by staff will be solely used for publicity.

### **2.0 Purpose of this document**

The Photography Policy aims to ensure that, as far as possible, any photographs taken of children within the Parent and Child groups and Kindergarten and used on behalf of Calder Valley Steiner Education (CVSE) are only taken with the consent of parents or guardians.

### **3.0 Objectives of document**

- To explain policy to parents
- To ensure all teaching staff are aware of regulations around photography
- To ensure all parents have informed choice of consent (see appendix 1 for consent form to be signed by all parents)

#### **4.0 Essential information – The Rules**

- Any photographs taken of children will be taken to use on behalf of this organisation
- All photographs will be kept secure
- All photographs will be used for the legitimate purposes of publicising CVSE
- This policy is available for all to read
- There is no pressure on parents to agree to their child being photographed
- Parents have the right to say no
- Consent/non-consent once signed will be kept in the child's file
- Parents should not take photographs of other children (than their own) without permission on a mobile phone or camera
- Kindergarten staff will not use their own cameras or mobile phones to take photographs of children in their care. There is a Kindergarten camera and camera phone available for use.
- The Kindergarten phone is for use for legitimate Kindergarten use only.
  
- **To clarify, the following rules do apply:**
  - Staff phones/camera phones are allowed to be used during break times if the member of staff is not on break duty.
  - If a member of staff needs to make a private call, they will inform the senior member of staff present and a room will be found to make the call.
  - They will not be used at any other time unless an emergency occurs.

#### **5.0 Monitoring compliance and effectiveness**

- All parents will be made aware of policy and will complete the consent form
- The consent form will be adhered to by all staff
- The consent form will be held in the child's file

#### **6.0 Related Policy**

- Safeguarding Policy

Appendix 1.

## PHOTOGRAPH CONSENT FORM

Dear Parent/Guardian

There are occasions when as an organisation we would like to take photographs of our activities at the Parent & Child classes, Kindergarten and Festivals to enable us to publicise our activities properly thus giving, for example, prospective parents and funding organisations a feel for what occurs. The use of pictures is in some instances far more effective than just written text. In order to present to others how beautiful our groups are, there is no better way than to see actual photos of the people, children and environment we have the good fortune to work with.

The Photography Policy aims to ensure that, as far as possible, any photographs taken of children within the Parent & Child classes and Kindergarten and used on behalf of this organisation are only taken with the consent of parents or guardians, are kept secure, and are only used for the legitimate purposes of publicising our operations and events. This Policy is open for everyone to read and is kept in the Policies and Guidelines Binders at the Kindergarten.

**Please could you complete the form below** and return it to the Teacher or Leader you are associated with to let us know if we have your permission to take or use photographs that may include your children in any/all of the following:

- Fundraising
- Leaflets
- CVSE Website
- CVSE Facebook/Twitter page
- Brochures
- Newspaper articles

I .....(parent/guardian **consent/do not consent** for  
photographs of my child.....(name of child) to be taken in  
accordance with the Photography Policy to be used in the above media by Calder Valley  
Steiner Education.

Any other comments  
.....  
.....  
.....



**Calder Valley Steiner Education**  
**The Valley Kindergarten**  
*Making time for childhood*

Appendix 2

**Use of mobile phones at Kindergarten**

**Staff declaration of agreement to the acceptable use policy.**

I will ensure that when I take/or publish images of the children I will do so with signed permission of their parent/carer and in accordance with the CVSE policy on the use of digital images.

I will not use personal equipment to record or store these images.

Where images are published (e.g. CVSE website) it will not be possible to identify by name or other personal information, those who are featured.

I will not use my mobile phone to take photographs. I will always use the Kindergarten camera or mobile phone.

Signed:

Name:

Designation:

Date: