## 1.25 Cameras and Photographs

**Policy statement**

Photographs are a valuable tool for recording and assessing children's activities and achievements within St Christopher's Playgroup and the use of cameras is set out below

*All parents, staff and visitors are to be made aware of this policy when entering the building for the first time.*

**Procedures**

- We understand the need to protect children from being photographed by any mobile device in line with the requirements set out in the revised early years foundation stage statutory framework. Photographs will only be taken with the designated playgroup tablets which are only accessible by the staff. The tablet is password protected.
- Photographs will only be taken of children during normal playgroup activities. Cameras will never be taken into the toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed.
- When children start at the playgroup, each parent is asked to sign to agree to the child being photographed and/or videoed by members of staff via a permission slip.
- Photographs will only be taken by staff for the children's online learning journal, playgroup events and photos to be used within the playgroup session such as on allergy charts and the "who is here at Playgroup today" board.
- All cameras in the playgroup including those on staff mobile devices can be subject to scrutiny at any time by the safeguarding officer or manager if there are safeguarding concerns.
- Parents/visitors are not permitted to take photographs in the setting. During special events, such as the Christmas nativity, parents and carers are of course allowed to take photos and videos of their children as long as they are for their own personal use.

- At any event where parents/visitors are permitted to take photographs, they will be reminded that they are for personal use only and should not be put on any social media platform
- Only members of St Christopher's Playgroup staff who have a current DBS check are permitted to take photographs within the playgroup. Parents on rota duty/settling their children in, volunteers and other visitors are not permitted to take photographs during pre-school sessions unless instructed to do so by the Manager.
- From time to time, photographs may be printed at the setting and included in a child's scrapbook. Parents/carers may see their child's scrapbook at any time.
- Photographs are deleted from any playgroup tablet once printed/uploaded to Tapestry.
- If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.
- Any photographs taken will only be uploaded to individual learning journals that have secure password protected access by each individual parent
- If we want to use children's photographs for playgroup advertising then a permission slip will be sent out to parents and carers explaining what they will be used for and only children whose parents and carers have consented will be included in the photographs.
- Children have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted at the end of each session.
- Cameras are prohibited within the toilet / nappy changing areas

| | | |
|---|---|---|
| This policy was adopted at a meeting of | St Christopher's Playgroup | name of setting |
| Held on | September 2026 | (date) |
| Date to be reviewed | September 2027 | (date) |
| Signed on behalf of the management committee | KJCookes | |
| Name of signatory | Karen Cookes | |
| Role of signatory (e.g. chair/owner) | Manager | |