



Photography and Use of Children's And Families' Images Policy

Date reviewed: March 2024

Period: March 24 – March 26

Headteacher Signature: Lynsay Falkingham

Chair of Governors Signature: Briony Allder

Review Date: March 2024

Statement of Intent

Definitions of Photography – Photograph is used to refer to images in any format, moving or still, recorded on any equipment (for example, camera, mobile phone, video recorder and iPad)

Classification of Photographers – Official photographers are defined as anyone employed or commissioned by Lanterns Nursery School to take photographs including staff. Official photographers should be allowed to take photographs in any location as directed by the Headteacher.

References/Legislation that informs this policy

The Data Protection Act 2018 and GDPR.

Aim

Lanterns Nursery School aims to ensure that they are fully compliant with the above legislation and follow Hampshire County Council guidelines, including use of their forms.

Method

Lanterns Nursery School, as part of the induction process, will ensure staff and volunteers are fully informed on the requirements of the above legislation. They will be fully informed of all the necessary procedures undertaken by the nursery schooling order to fulfil the requirements of the above legislation.

All parents/carers of children attending Lanterns Nursery School will be asked to complete a Permissions form as part of the induction pack on entry to school. Nursery staff will need to check this information before using photographs beyond the Nursery setting and displays. All parents/carers will be asked to complete a separate Tapestry consent form regarding use of photographs in their online learning journals. All information is kept in a locked cupboard in Reception.

Activities

- Staff and volunteers involved in the taking of any photographs at any time, either within the nursery school, at any of the sessions, or during any event, understand the need to obtain permission from the parent/carer of any child under the age of 16 years. Lanterns Nursery School also require a form to be completed on the use of images for adults
- Staff and volunteers will be clear as to the appropriate form that needs to be completed. (See range of forms attached to this policy)
- All relevant Data Protection consent forms are stored in a locked cabinet in Reception. All consents are recorded on Arbor, the school MIS system.
- Children who should not be photographed are displayed clearly in each base. If a member of staff is unsure whether or not a child can be included in photographs, they must check the consent lists (held in the base file in Reception) or with a senior member of staff.
- Lanterns staff and volunteers will ensure consent forms are available at any event where photographs are likely to be taken. Lanterns will inform parents/carers through pre-event publicity that photographs are likely to be taken, especially if an official photographer is present.
- When official photographers are taking photographs then staff and volunteers will ensure the children are being supervised by their parent/carer and aware that their child is likely to be photographed.
- Staff and volunteers will only take photographs of children and their families with Lanterns Nursery School devices. No mobile phones or personal devices will be used.
- During whole school events, the taking of photos is permitted following the reading of a statement by a member of staff. The statement will read: "Any photos, videos etc. that are taken must be for private family use only. They must not be uploaded onto the web as this will contravene Data Protection regulations". Otherwise data protection will be contravened.
- Staff will challenge any photos being taken or used outside the guidelines of this policy.

In Extended Services Groups

Lanterns Nursery School believe that parents/carers have the right to choose whether photographs are taken of their child/ren when they are attending group sessions. We aim to safeguard all children and adults who attend and will ensure that **no photographs** are taken or used at a later date without the consent of the parent/carer.

- Parents and carers must not take any photographs whilst at Lanterns Nursery School using their own devices. Staff are to challenge anyone seen doing so and asked to stop.
- All parents/carers will be asked to sign a photography permission statement which will state the purpose of the photographs and their storage and use. Parents/carers have the right to withdraw that permission at any time.
- Parents will be asked **not** to take photographs (on any device) during sessions.

- Official photographers who attend nursery school sessions representing either the Council or the press will be required to gain permission from the responsible adult before taking a photograph.
- If it is known in advance that an official photographer will be present at the nursery school or in a session, parents/carers will be notified.
- Photographs taken with parental permission might be used to publicise the nursery school and published in a variety of media including flyers/posters; websites; Facebook community pages etc. and specific agreement will be gained from parents for this use.
- Details of the nursery schools compliments and complaints procedure are available from a member of the Admin team and parents/carers can use this process to make a complaint about the inappropriate taking of photographs.
- Staff taking photographs must ensure they are within sight at all times of the parents/carers of the children of whom they taking the photographs.
- Any staff will only be permitted to take photographs with the authorisation of the group leader.

This policy is accompanied by the - Consent form for Lanterns Nursery School children's images and the consent form for Lanterns Nursery School staff images

Parent / Carer Consent Form



Lanterns Nursery School needs to have written consent from parents/carers for a number of activities. Please sign your name against the activities for which you are happy to give your consent. To comply with the Data Protection Legislation, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

Name of child:	D.O.B:	Signed
I consent to my child being videoed / photographed whilst at Nursery School for the purposes of record keeping and assessment		
I consent to my child being videoed / photographed whilst at Nursery School for promotional purposes and staff training.		
I consent to my child's image on Lanterns Nursery School website.		
I consent to my child's image appearing in the media.		
I consent to my child participating in short / local outings under the supervision of staff at the Nursery School (either walking or public transport).		
I consent to my child having sun creams/lotions applied when necessary. (Sun creams/lotions will be specifically for children, hypo-allergenic and a high sun factor).		
In case of emergencies, I consent to staff taking my child to Accident & Emergency by ambulance if it has not been possible to contact me. Emergency treatment will then be handed over to the Health Care professional at the place and time of treatment.		
I consent to my child receiving basic first aid treatment for minor injuries. An accident book is kept in the Centre and a copy will be issued to you in the event of an accident.		
I consent to Lanterns Nursery School to have access to Early Years Foundation Stage profile information and data about my child.		
I give my consent for Lanterns Nursery School to share information with other pre-school settings that my child may attend.		

Referred Children Only

I consent to any relevant reports (already known to me) being distributed to other agencies involved.	
I consent to staff discussing my child with the Educational Psychology Service for the purpose of assessment and advice (if appropriate). Parents will be informed of any <u>direct</u> involvement with the Service and will be invited to attend with their child.	

Please tick One copy to be left for parents / one copy for Nursery School	
Parent copy ☐	School copy ☐

Please note that the conditions for use of these photographs are on the back of this form
Information is held in compliance with the Data Protection Legislation

Conditions of use

1. This form is valid for the period of time your child attends this school. (with the exception of the school prospectus/website/parent handbook/materials used for training). The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school with the exception of the school prospectus/website/parent handbook/materials used for training.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may include pictures of children and adults that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as “storytime” or “making Christmas decorations”.
7. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. Your consent can be withdrawn at any time in writing.

I have read and understood the conditions of use.

Parent's or
guardian's signature: _____ Date: _____

Name (in block capitals): _____

Staff Consent Form



Lanterns Nursery School needs to have written consent from staff for using photographs videos. Please sign your name against the items for which you are happy to give your consent. To comply with the Data Protection Legislation, we need your permission before we can photograph or make any recordings of you for promotional purposes.

Name:	Signed
I consent to being videoed / photographed whilst at Nursery School for the purposes of record keeping and assessment	
I consent being videoed / photographed whilst at Nursery School for promotional purposes and staff training.	
I consent to my image on Lanterns Nursery School website.	
I consent to my image appearing in the media.	

Please note that the conditions for use of these photographs listed below.
Information is held in compliance with the Data Protection Legislation

Conditions of use

1. This form is valid for the period of time you are employed at Lanterns Nursery School. (With the exception of the school prospectus/website/parent handbook/materials used for training). The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after you leave employment at this school with the exception of the school prospectus/website/parent handbook/materials used for training. This will also include photos and videos that are part of children's Tapestry journals.
3. We will only use photographs with employee names on the 'meet the team' page of the website and the staff boards in reception and in class bases. We will not use the personal details or full names (which means first name **and** surname) of any employee in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without first seeking consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may include pictures of staff that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as "storytime" or "making Christmas decorations".
7. Your consent can be withdrawn at any time in writing.

I have read and understood the conditions of use

Employees signature: _____

Date: _____