



The Little Meadow Group

Use of photographic equipment.

Issue 5

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Rewrite	Sharon Phillips	August 2014	To include SNS
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	Sharon Phillips	September 2019	Update prof conduct
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The Little Meadow Group

Use of Photographic equipment

Policy Statement.

The Little Meadow Group recognises that the use of photographic evidence enhances the quality of observation and assessment materials used by staff to establish and develop individual learning opportunities for the children in the setting. It is also aware that the provision of this evidence should be timely, appropriate and maintains the safety and protection of the children in its care. Photographs will be taken from time to time and could be used to enhance children's understanding and learning, on the setting Facebook page or websites and for displays on notice boards associated with the setting. Suitable permissions will be canvassed from parents. Those placed on the setting facebook will only be used if children are not identifiable or, on the web site where individual consent has been sought. As part of our partnership with parents we will also display photos of our day on the setting TV which can be viewed outside from the side of the room. All parents have consented to us doing this and photos will still need to be viewed by staff to ensure suitability of content.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning And Development
1.3 Keeping Safe	2.1 Respecting Each Other 2.2 Parents as Partners		

Photographic Procedures

- In order to achieve this, whilst children are in the setting, the only photographic equipment permissible in the play rooms or the outdoor areas are those provided by the setting.
- Memory cards etc are not to be removed from the setting..
- Privately owned equipment that may incorporate photographic capability must be stored away from the play areas or retained in the office if belonging to a visitor, when children are in the session.
- Failure to comply with this policy by staff members could result in disciplinary action.
- It is also the responsibility of all staff and committee members to ensure the conduct of Visitors to the setting does not contravene this policy. Staff should advise visitors etc of the policy and ensure they place any equipment i.e. mobile phones in the office.



- Special group events i.e. performances will be exempt from this policy providing necessary precautions have been taken and all those present have been advised and given an opportunity to air any concerns and/or give permission.
- At no point should any equipment with photographic capabilities be taken in to the changing/toilet areas.
- The child's permission will be sought when taking photographs or the children made aware the camera/lpad will be used through the session.
- Children's wishes will be respected if they are not happy to have their photo taken.
- The camera is used to support the child/practitioners observation and learning.
- We are inclusive so that gender, race and differing abilities are reflected in a balanced way.
- We are sensitive to any cultural issues of which we need to be aware when taking photo's of children in session that may be of different ethnic groups and/or parent's have made specific requests.
- Parents/carer permission is sought at the start of a child's journey with the setting to photograph the child and explanation on how they will be used..
- Parent's/carer's are made aware of our use of camera's/lpads and the location of the setting policies.
- Parents/carer's and children can access learning journey's at any time whilst their child is in attendance.
- Photographs will only be printed from the setting printer and no other paper copies kept. Electronic records will either be stored securely on a password protected computer or burnt to a disc retained in a locked cabinet.
- Photograph's of children will only be taken in open plan areas of the setting and in full view of other staff members.
- Under no circumstances will photographic material be circulated outside the setting without first obtaining parental/carer consent.
- If for any promotional purposes photographs are to be used or posted on our website or for any reason outside of the norm staff will obtain express permission in writing from parents/carers.
- Staff will be required to sign a professional conduct consent re their private social network sites.
- The setting will remind parents of their need to respect parental wishes with regards photographs of their own children and would hope that parents will consider this when posting group photo's. Unfortunately we are unable to control what happens outside of the setting and will if necessary advise parents to resolve between them.



Professional Conduct Agreement

We recognise that practitioners and their managers will use online and digital technologies in their personal and social lives. We do not seek to prevent any practitioner or manager from accessing online technologies however we do ask them to sign a voluntary Professional Conduct Agreement to ensure there is no confusion between their home and professional roles.

Name of practitioner/manager:

I agree that through my recreational use of social networking sites or other online technologies that I will:

- Not bring the Early Years setting into disrepute.
- Observe confidentiality and refrain from discussing any issues relating to work, children and young people or parents/carers.
- Not share or post, in an open forum, any information that I would not want children and young people, parents/carers or colleagues to view.
- Set privacy settings to block unauthorised access to my page and to restrict those who are able to receive updates.
- Keep my professional and personal life separate and will not accept children and young people and parents/carers as 'friends' or "followers" whilst they are associated to the setting.
- Consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the Early Years setting.
- Either avoid using a profile photograph or ensure it is respectable, and an image I would be happy to share with anyone.
- Avoid making comments on all open forum posts relevant to all areas of the Early Years Industry for example Spotted or Netmums.
- Report any known breaches of the above.

I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of the Early Years setting.

I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when considering sharing information publicly with others.

Signature:

Date:



Consent Form for Taking Images

Dear Parents,

We frequently take photographs of children and young people to mark special occasions and to monitor their learning and development progress. Any photos taken will be for the use of our early years setting and yourselves, and we will therefore not share them with a third party without explicit authorisation or consent. Occasionally, we may invite the media into our early years setting to take photographs or film footage for publicity purposes and to record any special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken, and potentially published at such times. Should we wish to use any images in our publicity, in our prospectus or on the website, we will again ask for specific permission. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please complete as appropriate.

- I consent / do not consent to photographs of my child being taken by authorised personnel representing Little Meadow Group.
- I agree / do not agree with any resulting images being displayed on walls within the setting.
- I agree / do not agree with any resulting images being displayed on or in digital photo frames where they may be visible at times to the general public or anywhere which could be defined as a 'public place'.
- I understand that additional consent will be obtained should images be taken or used by a third party, used in publicity materials or in the media.
- I understand that I can withdraw my consent, or request to see photos taken at any time.
- I have read and understood the conditions of use set out below.
- I have discussed this policy with my child, and s/he is happy to be photographed, although I understand that at any time should s/he refuse or become upset, no photographs will be taken.

Note: This form is valid for the duration of your child's time at our setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.


I have read and understood the conditions of use.

Parent/carer's signature:

Name:

Date:

 I am happy for my photograph to be taken.

 I will tell an adult if I am ever unhappy having my photo taken.

Name of child:

Age:



Dear Parents

Re:

As encouraged throughout the Early Years Foundation Stage, we will have information in the setting which will document, evidence and monitor the children's learning and development progress. We would like to include photographs of them involved in individual and group play. It is therefore, likely that some of these group photographs will capture other children at play. As this information will relate to each individual child, it will be treated as personal data, and we therefore ask that you give permission for any photographs of your child involved in group play to be included or shared in other children's information. Please note that you will be given the option to view any photographs before they are included in any other child's information, should you request this. As a parent/carer you will also be able to restrict your consent to only allow group photographs (which picture your child) to be included in other data. If you would like to restrict your consent to specific records please state this in writing and return with this consent form. Please also note that should any parent/carer not grant consent to include group images in other records, relevant images will not be shared across the records of other children.

Note: This form is valid for the duration of your child's time at our early years setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

The Early Years Team.

Child's name:

I consent/do not consent to group photographs being included in other children's review documents.

Parent/carer's signature:

Name:

Date:



Professional Conduct Agreement

We recognise that practitioners and their managers will use online and digital technologies in their personal and social lives. We do not seek to prevent any practitioner or manager from accessing online technologies however we do ask them to sign a voluntary Professional Conduct Agreement to ensure there is no confusion between their home and professional roles.

We are also aware that our playworker operates as a registered childminder (Little Monkeys) when not working for Little Meadow. This can mean that at particular times there are shared children across both settings.

Little Monkey's operate a system of communication that requires the parents to be "friends" with the child minder on social media and as a result of this an additional clause has been added to their agreement.

Name of practitioner: **Bev Lusty**

I agree that through my recreational use of social networking sites or other online technologies that I will:

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- Not share or post, in an open forum, any information that I would not want children and young people, parents/carers or colleagues to view.
- Set privacy settings to block unauthorised access to my page and to restrict those who are able to receive updates.
- Keep my professional and personal life separate and will not accept children and young people and parents/carers as 'friends' or "followers" whilst they are associated to the setting.
- Consider how my social conduct may be perceived by others and how this could affect my own reputation and that of the Early Years setting.
- Either avoid using a profile photograph or ensure it is respectable, and an image I would be happy to share with anyone.
- Avoid making comments on all open forum posts relevant to all areas of the Early Years Industry for example Spotted or Netmums.
- Report any known breaches of the above.
- Maintain "friend" status for children that are shared with Little Meadow and Little Monkey's. However, in line with Little Meadow policy, should the child then become solely Little Meadow (OSC or Breakfast club) I will terminate the status until the child's association with Little Meadow ceases. Whilst "friend" status exists at no point will I engage in any

discussions regarding any area of Little Meadow, I will refer them to the setting office or Manager as appropriate.

I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of the Early Years setting.

I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when considering sharing information publicly with others.

Signature:

Date: