

Garretts Green Nursery School



Photography in Nursery Policy

Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Rationale

Parents frequently wish to take photographs or videos of their children in Nursery and clear guidelines are essential to safeguard all pupils.

Additionally, photographs which have been taken by staff are used by the school for a variety of purposes, including:

- Assessment evidence or evidence of participation in an activity
- Display within School
- For the GGNS Blog
- Embedding within the make-up of the website
- Promotional materials for the School, such as the School Prospectus
- Promotional materials for Birmingham Association of Maintained Nursery Schools (BAMNS) or The Birmingham Nursery School Trust, in the form of leaflets or websites

The safeguarding of pupils is essential and the security and retention of data (which includes photographs) is also essential. The School's Policy regarding the management and retention of data and relating GDPR documentation is therefore integral to this Policy.

Aims

- To provide clear guidelines for staff, parents and visitors in relation to taking photographs and videos in Nursery
- To ensure that all adults are aware of and adhere to guidelines
- To ensure the safeguarding of all pupils attending Garretts Green Nursery School

Staff and Governors Responsibilities

- To be aware of the contents of this Policy and ensure that parents, carers and other visitors understand and comply with the guidelines.
- To draw attention to Policy to ensure safeguarding of all those in Nursery
- To ensure guidelines are displayed prominently in all areas of the building
- Staff and students will store mobile phones in lockers provided during teaching time. No mobile phones should be taken by staff or students into areas where children are present as mobile phones have the capability to take photographs
- Students are not expected to take photographs but should they require evidence for assessment they may ask a member of staff to take views from such an angle that the child cannot be identified. The School will provide photographs to ensure compliance. Tutors should be made aware of this Policy and insist on compliance.
- Should photographs be required for any purpose outside the Nursery, such as press releases or on a prospectus or flyer, written parental consent will always be sought in advance and retention periods will be identified, in line with GDPR.
- Staff will take photographs of pupils for assessment and record-keeping purposes and these will form an essential part of Learning Journeys which will be available via Tapestry online and given to parents at the end

of the school year. Photographs will only be taken using school cameras or i-Pads, with photographs saved only to school computers.

- Photographs will also be used for display within the Nursery with parental consent. When it is expected that photographs may be used for other purposes, eg: outdoor Forest School displays, parental consent should be obtained prior to the photographs being taken.
- All members of staff must ensure that any printed photographs which are unused must be shredded securely.
- Staff and Governors are to monitor, review and amend this policy appropriately
- If staff use a personal mobile phone on a school trip where children are present the phone must be used for emergency contact with school or emergency services only and **never** for taking photographs
- Staff may be required to carry a mobile phone on home visits for personal safety. In these cases the phone must not be used for taking photographs

Parent responsibilities

- Parents will be expected to take **NO** photographs in the Nursery building or garden at any time.
- If parents wish to have a photograph of their child the staff in the Nursery will attempt to take a photograph that just shows the parent's own child but no other. This is not always possible and we ask parents to accept our decision if we decline.
- Parents will not use mobile phones within the Nursery building. This has to be enforced due to the facility for taking photographs on most mobile phones but also so that children can be left and collected with parents' full attention.
- Parents will be challenged if they use phones within the building.
- Parents must also comply with the expectation that **NO videos** are allowed on school premises.

In exceptional circumstances, such as Christmas events at St. Giles Church, parents may be allowed to take photographs but it may be impossible for photographs to show no others in the background. In such cases, parents whose children may not be included should be removed by parents.

Parents should also be asked to avoid using such photographs on social media.

Review: October 2021

Next Review: September 2024

Signature of Chair of Governors: