



## KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

### **CAMERA POLICY**

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend the Playgroup.

It is our policy to use photographs taken in the Playgroup to support the children's learning and also to record children's individual progress. Photographs taken in Playgroup and on outings are taken using a Playgroup digital camera and are only taken by members of the staff team.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

No photographs are taken by outside agencies and videos are not generally taken. If a video is taken for a specific purpose it will be treated as a photograph for the purposes of this policy.

No images of children are placed on the Playgroup website, Facebook page or other on-line platforms.

Parental consent is obtained on the application form with regards to photographs

It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. The images will be downloaded by Colin Edwards on to a password protected computer at the registered office and stored in line with our General Data Protection Regulations policy. Once downloaded the camera's memory disc will be formatted before being returned to the Playgroup.

Parent's, carer's or visitors' use of cameras/videos in Playgroup is not permitted

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Significant Comments Form and Body Map' must be used.

Children may use playgroup tablets or similar devices and cameras to take photographs. These photos are not stored or downloaded and are deleted on a regular basis. None of the children's photographic devices will connect to the internet.