



# Digital and Video Images Policy

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<b>Review Date:</b>	November 2024
<b>Headteacher: Mrs Macey</b>	
<b>Chair of Governors: Mr Griffiths</b>	

## **Digital and Video Images Policy**

The safekeeping and ethical use of digital images are paramount in today's digital era. Our provision is committed to protecting the privacy and dignity of all children and families associated with us. This policy provides guidelines to staff and volunteers to ensure the responsible capturing, storing and sharing of digital images.

### **Policy Aim**

To ensure the safe and respectful handling of digital images featuring children and families within our provision, thereby protecting their privacy, upholding our professional standards, and complying with data protection regulations.

### **Policy Guidelines:**

#### **Ownership and rights**

All digital photos and videos taken within the provision or during its affiliated visits are the sole property of the provision.

#### **Equipment usage**

Only the provision's cameras will be used to capture digital images.

Personal devices, including cameras and mobile phones, are not to be used for capturing images unless explicit permission is granted.

#### **Consent and respect**

Prior to capturing any image, staff and volunteers must obtain and respect parents expressed wishes regarding their child's photographs.

Any intent to share children's photos in public spaces, including the internet, requires individual child consent.

#### **Safety precautions**

Images should be taken with utmost care ensuring neither the child nor the staff/volunteer is put in a vulnerable position.

Ensuring children are appropriately dressed in all images is essential.

#### **External use**

When using images for external purposes like promotional materials or online platforms, children's identities must remain anonymous. Their names or any identifiable information must not accompany their images unless permission is gained from the parents.

#### **Storage and privacy**

Digital images must never be stored on personal devices such as computers, laptops or external storage devices without managerial consent.

Electronic storage of photographs should be devoid of any other identifying details of the child.

Our provision reserves the right to inspect the ICT equipment of staff for the purpose of safeguarding the children.