



Policy for the Use of Images of Children

Image taking by parents, legal guardians or family members:

- Parents, legal guardians, family members and friends can take images of their child and friends participating in school activities for family and personal use.
- Parents will be asked for their permission before photography is allowed.
- Before they are allowed to take images during school activities, parents or legal guardians have to sign an agreement that any images they take will not be used inappropriately i.e. posting pictures of your child with other children from the settings in any public media e.g. Facebook, Twitter, Instagram, Flickr, Pinterest etc.
- Parents or family members wishing to take images during an activity will be asked to sign and date register.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.

Images for school publications:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.
- Images will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Images of children from the school will not be used to illustrate controversial subjects.

Images for the school website:

- School websites are part of the internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. Image filenames will avoid using children's names.

Children photographing:

- Staff will supervise and maintain control over any photographing children do during on-school or off-site activities.
- Camera phones are less visible and can be used to bully or take inappropriate images hence it is strictly forbidden to use them to take photos at any place and any time where there are children around.
- If it is found that cameras or camera phones have been misused, the nursery will follow its usual disciplinary procedures.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.

This policy was adopted and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

Reference:

- www.ico.org.uk
- https://www.kelsi.org.uk/_data/assets/pdf_file/0008/28484/Policy-and-Guidance-for-Kent-Schools-About-Photography-in-Schools.pdf