



October 2021

Digital Images (Still and Moving) Policy

It is important that staff and volunteers in the provision are fully aware of their duties and responsibilities with regard to digital images.

The provision has developed this policy and asks that all staff and volunteers read and sign it as acceptance of the following conditions.

- All photographs and film taken of the children and families within the provision, and while on visits, remain the property of the provision.
- All digital images will be taken with cameras and/or tablets owned by the provision. A setting mobile phone may also be used to capture images of children participating in afterschool club and holiday clubs.
- Staff and volunteers are not permitted to use personal equipment (cameras or mobile phones) to take images without permission.
- Staff and volunteers must follow parents' wishes with regard to photographs of their child.
- Staff and volunteers must be diligent in ensuring that photos taken of children do not place themselves or the child at risk, eg making sure that the child is appropriately dressed.
- Images included in external publications and documents, such as promotional materials, websites and social media pages, must never include children's names.
- Images of children should not be stored on personal computers, laptops or memory sticks without permission from the manager. The provision has the right to monitor the ICT equipment of staff in order to safeguard children.
- Photographs stored electronically must not contain other information about the child, in order to protect their identity.
- Photographs of children will be deleted from electronic devices every six months.

Signed: _____

Date: _____

Policy review date: _____