



E-safety Policy and Procedure

It is our intention to make our nurseries as safe as possible to children and families from all sections of the local community without removing your right as parents to record your child's enjoyment and learning at the nursery during events, special occasions and everyday activities. The use of Photos and video call/Teams/Zoom to observe and monitor your child's development when professionals are unable to attend the setting to observe your child is also invaluable.

We do appreciate that some of you may not wish for your child to have photographs taken in group settings and we hope that this policy will help us to ensure that your wishes are followed. Taking individual photographs of children will however help us to record progress of your child, record the fun moments and provide memories for you to see in later years. The use of video calling/Teams/Zoom when observing a child by professional ensures we are working with other professionals to ensure your child is receiving the right support.

Our Data protection Policy also provides **us** with permission to take photographs/videos of your child throughout their time with us to record not only events but their development and enjoyment they have had and the interaction they have with their peers and staff. This means that where applicable we must comply with the Data Protection Act 2003 while also providing good practice guidance.

Recommended Good Practice

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and nurseries and other educational establishments. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide families with much pleasure. Where the Act does apply, we apply a common-sense approach.

Aim

This policy aims at providing a common-sense approach to safeguarding children and the Data Protection Act.

Methods

To achieve this aim, we operate the following Photography /Video policy.

Personal use

During any special event where parents/carers are present and there is more than one child we shall ask all parents who are present to sign a form giving permission for photographs and/or videos to be taken by other people attending. If you are not able to attend, we shall not allow your child to be photographed on this occasion.

This permission is solely for photographs/videos to be taken for personal use i.e. for your family photograph album. IT IS NOT PERMISSION TO DISPLAY THE IMAGES ON SOCIAL NETWORKING SITES (Facebook, Twitter etc) OR THE INTERNET OR ANY OTHER MEDIA.

We cannot allow breaches of this to occur and we shall not condone any misuse. If we do identify such misuse, we shall seek further action to have the said images removed and consider what follow on action may be needed.

Official Company Use

You will also be asked to sign our permission slip to allow our staff to take photographs of your child during everyday activities and on visits and outings. Again, this is for recording your child's development and enjoyment, to show how we use the EYFS to help your child's development and for display purposes.

From time to time we review brochures, marketing etc and if we would like to use photographs of child/children we would seek your permission first. These images are stored electronically within the setting on a password protected computer. The images will only remain on here for as long as they are needed and may be stored on disk which will be kept in locked cabinet. When we dispose of a computer /disc they are completely cleared of information.

The above policy was prepared in accordance with guidance given by the Information Commissioners office with whom we are registered.

History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).