



Picture Taking Policy

Reviewed date: January 2024

Bidborough Village Nursery School acknowledges the importance of photographs for capturing moments of achievement and for educational purposes. However, we are committed to ensuring the safety and privacy of our children and staff. This policy provides guidance for the appropriate and safe use of photography within the nursery and at nursery events.

1. Image Capture by the Nursery

- **Authorized Devices:** Photographs of children will only be taken with devices provided by the nursery, such as digital cameras or the nursery's mobile phone. Staff personal devices, including mobile phones, must remain stored away and not used to capture images of children.
- **Usage Restrictions:** Photography is strictly limited to normal nursery activities and areas. Toilets and changing areas are explicitly off-limits for photography. No images will be taken during sensitive times, such as nappy or clothing changes.
- **Staff and Volunteer Guidelines:** Use of personal devices for capturing images of children is prohibited. The nursery maintains a clear policy on the acceptable use of staff and volunteer mobile phones.
- **Consent and Data Protection:** In compliance with the Data Protection Act 1998, parental consent is mandatory for any images taken. This includes photographs for the nursery's website, events, and other purposes. Consent forms must be obtained, signed by the parent/carer, and stored in the child's file. If consent is not given or a child is uncomfortable, no images will be taken or used.

2. Parents Taking Images at Nursery Events

- **Data Protection Compliance:** While parents are permitted to take photographs at nursery events for personal use, any distribution or publication requires additional consent from the parents of all children featured.
- **Event Guidelines:** The nursery will inform parents of the guidelines and conditions under which they may take photographs during events.

3. Third Parties and Press

- **Security Measures:** Staff are instructed to challenge any unknown individuals attempting to take photographs within the nursery.
- **Press Photographs:** Images captured by the press are governed by their policies, but the nursery will not provide children's names for publication without explicit parental consent.

4. Storage and Security of Images

- **Secure Storage:** The nursery is responsible for safeguarding digital and physical images. Images will be stored securely and accessible only for authorized use. They will be disposed of respectfully, either by returning to the child's parents or by secure deletion/shredding.

- **Transfer Risks:** The nursery recognizes the risks associated with transferring images and educates parents about these risks.

5. Publishing Images

- **Identification Risks:** To minimize risks, the nursery avoids naming children in any published images and encourages the use of group shots over individual close-ups.

- **Appropriate Dress:** Children will be in suitable dress in any photographs taken or published.

- **Alternatives to Photography:** Where possible, children's achievements can be highlighted through their work instead of direct images.

This policy ensures that photography at Bidborough Village Nursery School is conducted respectfully, safely, and in compliance with legal requirements. It aims to balance the benefits of capturing educational and memorable moments with the need to protect the privacy and safety of our children.