

Caban Y Faenol CYF

Digital Images Policy (Pictures and Videos)

Caban Y Faenol CYF's priority is to safeguard and protect children in their care, this includes avoiding any misuse of their images. However, we seek to maintain a balance between the importance of protecting the children in our care from any misuse of their images and the need to draw attention to and publicise the activities and work of we do.

Developments in the digital imaging technologies field offer new opportunities to support the children's education and early development, as well as the opportunities to promote the location's work.

The Manager will clearly explain to the parents/carers/guardians in what way the images will be used and will carefully oversee any images created by any individual from outside the location e.g. the photographer from the local paper.

The Rights of the Child

At Caban Y Faenol, this Digital Images Policy is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

- Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

Code of Practice

Caban Y Faenol will:

- ensure that parents/ carers/ guardians give written consent before taking a picture of their child/children for Caban's use e.g. for use at CIW inspection , displays at the setting, the Foundation Phase's activities, sharing good practice.
- ensure that written consent is received at the beginning of the child's time at the location.
- renew the written consent regularly e.g. at the beginning of the school year.
- ensure there is specific written consent from the parents/carers/guardians before using images of the child/children on websites or on any of our social media pages
- ensure that no children are named in any image which is used on the setting's website or its social media pages.
- ensuring that a separate specified written consent for any additional occasion where images of the children are to be used externally e.g. in the local paper, on a television show.
- enable staff and volunteers to create and collect digital images (pictures and/or videos) to support the location's educational objectives e.g. by providing the location with a digital camera or tablet.

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- ensure that only the location's equipment is used to produce and collect digital images. Staff and volunteers should not use their personal equipment for this use.
- comply with the requirements of the Data Protection Act (1998) when creating or storing images.
- only keep the images for the necessary time
- ensure that staff and volunteers are aware of this policy's content as part of their induction programme.
- share the policy's principles with parents/ carers/ guardians.

When any cases of taking the children's pictures arise, the person taking the pictures will recognize the following conditions:

- Children should not be named in the pictures.
- It is not permitted to take pictures/videos of children in unsuitable clothing.
- Images should only be used for the purpose for which consent has been given.
- Under no circumstance should staff or volunteers create any images of the child or children on their personal equipment (e.g. camera, phone, tablet).
- Only the location's equipment should be used to create images.
- The Manager at the setting is the only individual who may give permission to authorise duplicating the pictures for the location's activities.

Caban Y Faenol does not encourage parents/carers/guardians or members of the public to create images of the children whilst in the location's care (e.g. on a trip to the park). However, following guidance by the Information Commissioner's Office, the Data Protection Act (1998) does not prohibit parents/carers/guardians from creating images of their own child/children in Caban Y Faenol's activities

To respect the individual's right to privacy, and to ensure the children's safety:

- It must be emphasised to parents that taking pictures or making videos during the setting's activities (e.g. Christmas concert, sports day) is for their own personal use only.
- Where it is not only the parents/carers/guardians own child/children in the image, parents must agree not to share the images publicly on any website (e.g. personal blog) or any social media pages (e.g. Facebook, Instagram).
- Parents/carers/guardians should not comment on any images shared by other parents/carers/guardians

Associated Policies

E-Safety Policy

Confidentiality and Data Protection Policy

Compliments and Complaints Policy

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Child Protection Policy

Useful Contacts and Information

The following websites and publications provide useful further information:

Information Commissioners Office 'Taking Photographs in Schools':

https://ico.org.uk/media/for-organisations/documents/1136/taking_photos.pdf

The NUT's 'Photographic Policies' Health and Safety briefing document:

<https://www.teachers.org.uk/help-and-advice/health-and-safety/p/photographic-policies>

The Home Office 'Indecent images of children: guidelines for young people'

<https://www.gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people>

Crown Prosecution Service Guidelines 'Indecent Images of Children (IIOC)'

http://www.cps.gov.uk/legal/h_to_k/indecent_images_of_children/