



LINKS CHILDCARE POLICIES & PROCEDURES

Policy on the Taking and Sharing of Photographs of Children

Last Review Date: 27.10.20

Policy No. 38

Issued: 2019

Policy Statement

Links Childcare aims to ensure that there is a strong link between the crèche and home, and one of the best ways of ensuring that parents/guardians are kept up to date with their child's activities is thorough the use of shared photographs. This policy sets out how Links Childcare uses photographs as part of the daily reality of crèche life, the purposes for which they are taken and how they are shared within the crèche and on social media. It also outlines the rights of the parent/guardian in relation to their child's photograph. The aim of the policy is to safeguard the privacy and safety of the children entrusted to our care.

Principle

We use photographs at Links Childcare:

1. to create a friendly, welcoming environment in the crèche by including photos of friends and family
2. to record a child's progress
3. to assist with planning and assessing curriculum
4. to complement the Educators' teaching resources
5. to inform parents/guardians and prospective parents
6. to share children's and Educators' achievements with a wider audience through Social Media

Policy and Procedure

We are aware of the need for sensitivity when taking and sharing photographs and observe the following:

- Parental/Guardian permission will be sought for all photos to be viewed outside the crèche –e.g. in newsletters, on social media etc.
- Links Childcare staff will only use the crèche tablet to take photographs of children
- This tablet will remain securely stored in the crèche at all times.
- Staff are not allowed to take photographs on their personal phones and to do so is considered a serious breach of company regulations
- Photographs will only be taken if the child is comfortable to be photographed.
- Photographs are used to highlight positive achievements and happy events only.

Where photographs are to be included in Newsletters, the Links Childcare website/ Facebook or Instagram pages, permission is sought from Parents or Guardians. For expediency, this permission is requested by way of a form to be completed by parents/guardians during the settling-in period for their child (See Appendix 1 below). Parents/Guardians are free to seek advice or additional information before signing. They may choose not to give consent and are also free to change their consent choice at any time during the period of their child's attendance at Links Childcare. At no time will a child's name be used nor will his/her face be recognisable.



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Parents/Guardians Photographing Children

Parents may not take photographs of their own child or other children at Links Childcare without the consent of the Management. This is to protect the privacy of all children. Management will normally ensure that permission is granted for major events such as the Christmas concert or Graduation. On these occasions the rights of every child to refuse to be photographed must be respected and parents/guardians are requested not to share the photos beyond their family circle.

Use of Photographs

Photographs are used at Links Childcare for a variety of purposes. Educarers take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition, we use photographs for:

Photographs	Purpose
Displays of children's work	A record of ideas and for positive affirmation
Examples of children's play	As a part of an individual child's profile
Classroom areas	To show the range of activities and to make the room welcoming and bright
Name tags	To identify and personalise coat hooks, chairs etc
Policy folders/ website updates	To explain the work of the crèche to parents and visitors
Special events and festivals	As a record of the year and for children and parents to admire and discuss.
Family photograph displays	Used as a class resource for talking about those nearest to the children and to create a 'home from home'
Photographs of local place of interest	A resource for the placing of each child within a local community
Class group photographs	Taken at the end of the year (Graduation) to act as a memory and to form part of an archive

Review

Management in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	January 2020	October 2020
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