



Regent House Preschool

Social Networks, Mobile Phones and Photography and Videography Policy

Regent House Preschool will respect the wishes of Parents/Carers and their right to protect their child from the improper use of equipment like cameras, mobile phones and video equipment and the use of photographs on social media/networking sites. Parents/Carers will have the opportunity to 'opt out' of use of such equipment but will need to know the importance of such equipment when recording their child's progress. Parents/Carers are also bound to respect the privacy rights of other Parents/Carers and their children and staff in their personal use of social media/networking sites.

All materials stored on systems are confidential and subject to the provisions of the Data Protection Act 1998. RHS Preschool expects the highest standards of confidentiality to be observed.

- Only the Preschool cameras/iPads will be used with the children.
- Cameras will be kept on the premises and used for the setting only.
- The Manager is responsible for the location of the cameras. Cameras and iPads will be placed within a lockable cabinet when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Photographs will be used to record a child's progress, for internal use and occasionally used for external publication (on this occasion written permission will be required beforehand from the child's Parent/Carer).
- Photographs and videos will be stored securely in the Preschool.
- Mobile phone use will be restricted to the staffroom or office unless agreed with management first. No member of staff will take photographs of the children on his/her mobile phone.
- Parents/Carers may take personal photographs and videos of their child at Preschool events if they notify the management prior to doing so, and on the strict agreement that images which include other children and/or staff

members are not published on the internet, i.e. Facebook, Twitter, Instagram or in any external publications.

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager or Headmaster.
- Concerns will be taken seriously, logged and investigated appropriately. The Manager or Headmaster reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Permission will be sought from Parents/Carers for use of photographs before their child begins Preschool.
- The Preschool will be included in the RHS Preparatory Department's Facebook Page. Prior consent will be obtained from Parents/Carers.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

08/02/23

23/05/23

Approved by BOG:

19/04/23

30/05/23

21/09/23



Regent House Preschool

PHOTOGRAPHIC CONSENT

This letter explains why we need to ask you for your consent before taking any photographs of your child while at school. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use and those that appear in the press are a source of pleasure and pride which we believe can enhance self-esteem for children and their families and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use and potential misuse of photography and there has been publicity surrounding the safety of filming school events and about the risk of a child being identified from a photograph in the local press.

We are mindful of the fact that for some families there may be reasons why a child's identification is a matter of particular anxiety and if you have special circumstances either now, or at any time in the future, which would affect or change your consent on this issue you need to let your child's class teacher know.

If your child is old enough to express his/her own view, you may want to consult with him/her about the categories of consent.

We hope to take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce as well as on our website and Facebook page. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally, our school may be visited by the media agencies who will take photographs or film footage of a visiting dignitary or high-profile event. Pupils will often appear in these images which may then be in local or national newspapers or on televised news programmes.

To comply with the Data Protection Act 1998 we need your permission before we may photograph or make any recordings of your child. Please answer questions 1 to 11 below then sign and date the form as indicated.

Regent House Preschool

PHOTOGRAPHIC CONSENT

Name of Child: _____

Please circle below as you feel appropriate.

1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?

YES / NO

2. Do you consent to your child's image being published as a press photograph?

YES / NO

3. May we use your child's image and artwork for classroom and corridor wall displays? YES / NO

4. May we use your child's image on our website and Facebook page? YES / NO

5. May we use your child's artwork on our website and Facebook page? YES / NO

6. May we use your child's image and artwork on Seesaw? YES / NO

7. May we record your child's image on video or webcam? These recordings may be used on our Facebook page.

YES / NO

8. May we record your child's image on video for Seesaw? YES / NO

9. When Preschool staff are observing and assessing children, photographic and video evidence is sometimes required. Other children may appear in some of these photographs / videos. May we take photographic and video evidence of your child to record observations of their learning and development? **YES / NO**

10. As Parents/Carers we agree that if we take photographs or video recordings of our child/ren which include other children we will keep these for personal and family use only. I / We understand that where consent has not been obtained from the other Parents/Carers we cannot use our photographs or recordings for any wider purpose. **YES / NO**

11. May Preschool teaching staff use your child's image and observations in their portfolios for evidence of their ongoing professional development and practice? (Names will not be included) **YES / NO**

Please note:

- Websites and Facebook can be viewed throughout the world and not just in the United Kingdom where UK law applies.

I have read and understood the above information regarding the use of photographic and video images.

Signature: _____ (Parent/Guardian)

Date: _____