

# CAMERA AND PHOTOGRAPH POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children Policy
- Whistleblowing Policy
- General Data Protection Regulations Policy

## Policy

Whizz Kids Pre-school operates a policy within its setting to ensure that all cameras are used appropriately whilst staff are at work.

## Procedures

All staff must ensure that personal cameras are not carried on their person during working hours.

The exception to this is the designated business camera that is used for the sole use of taking photographs of the children while they are engaged in activities and that these photographs will be printed out appropriately and used for drawer names, display boards (only during session times) and their learning journeys.

All photographs are deleted once printed.

All parents/carers are to refrain from using cameras whilst on the premises during session times.

The exception to this is during large group activities such as Christmas concert, sports/fun morning and leavers' parties where parents/carers will be allowed to use their own cameras.

Photographs displayed and used for marketing purposes will only be used with the parent's consent and will NOT display the child's personal details.

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson .....  
Room 1 Manager

And

Mrs Sara Ward .....  
Room 2 Manager