

Camera & Photography Use Policy

This policy is in place to protect the privacy and safety of the children in our care.

Photographs are used in Tir na nOg Preschool for:

- Assessment, planning and recording.
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources
- Marketing and advertising

Policy & Procedure:

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

- Parental permission is sought to upload photographs to our Parent's Whats app group. Photos are only shared on the Parent's What's App on the strict understanding that they do not share any photos posted on the group unless they are only of their own child. We never post photographs on any other social media site.
- Only the service camera may be used to take pictures.
- This camera will remain on the premises at all times.
- Staff are not allowed to take photographs on their phones or own personal cameras.
- The child does not object to having his/her photograph taken
- Photographs are used to show positive issues
- We are inclusive so that gender, race, special educational needs, and differing abilities are reflected in a balanced way

- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups

Use of Photographs:

Photographs are used in our service for a variety of purposes. Generally childcare practitioners 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 the follow:

- Displays of children's work. This gives us a record of ideas and topic references.
- Examples of children's play. These are used as part of an individual child's profile
- Classroom areas. This shows the range of activities in the different areas
- Class albums. These are used for children to look at and talk about
- Policy Folders. These explain the work of the service to parents and visitors
- Special events and festivals. These are used as a record of the year and for children and parents to look at and talk about
- Brought in from home. These provide a link between home and preschool

Parents Photographing & Videoing Children:

Parents may only take photographs and videos of children in our service with the consent of the manager, and under the strict understanding that any

photographs or videos they take that depict other children besides their own cannot be posted on any social media site or shared with anyone.

Storage of Photos:

Photographs will not be stored on devices for extended periods of time. If a photograph is likely to be used again it will be stored securely and only accessed by those people authorised to do so.

Disposal of Photographs.

When photographs have been used and no longer need to be stored on the camera or memory stick they will be erased.