

# Reading Early Years Schools Federation (REYS)



## Photography at Nursery

**Chair of Governors: Terry Hardie**

**Executive Head teacher: Joanne Budge**

**Date: January 2024**

**Date to be reviewed: January 2027**

## **Photography at Nursery**

According to the DfE, photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, the use of such images for school publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians.

The Senior Leadership team are responsible for deciding whether parents/carers can be permitted to take photographs and/or video recordings during nursery events.

If permitted to do so, parents/carers may use photographs/videos at nursery events for their personal use only and these must not be circulated (including on the internet/social media). The same applies to photos taken on personal mobile phones or tablet devices.

A member of the Senior Leadership Team will notify the parents/carers of his/her decision and of the requirement to observe the constraints on the use of photography and digital images in advance of any school performances, productions or other similar events.

## **Parental consent**

Written permission must be sought for children to be photographed (including video) during nursery events. This permission is usually collected when children start at nursery.

Parents are required to provide written consent to gain permission to publish photographs in public or on a website.

If there is a disagreement over consent or if a parent does not respond to a consent request, it will be treated as if consent has not been given and photographs will not be taken or published.

## **Use of images in publication and on the internet/social media**

If the nursery wishes to use images/video footage of children in a publication, such as the nursery website or prospectus, written permission will be sought for the particular usage from the parent/carer of the child.

Children's names or other details will not be included in photographs of children published on the REYS website.

Only images of children appropriately dressed will be used to reduce the risk of images being inappropriately used.

Each nursery will ensure that any images/video of children are stored securely and used only by authorised individuals. Electronic images are to be stored on a secure network so that they are not accessible to members of the public.

We will not use an image of any child who is subject to a court order.

The nursery will not use photographs of children or staff members who have left the school without their consent.

Any concern relating to inappropriate or intrusive photography or publication of content is to be reported to the Executive Head teacher.

### **Use of a professional photographer**

If the nursery decides to use a professional photographer for school events, the Executive Head teacher will:

- Provide a clear brief for the photographer about what is considered appropriate, in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to children or one-to-one photo sessions at events.
- Communicate to the photographer that the material may only be used for the nursery's own purposes and that permission has not been given to use the photographs for any other purpose.
- Ensure that the photographer will comply with the requirements set out in the Data Protection Act 1998.
- Ensure that if another individual, such as a parent or governor, is nominated to be the photographer, they must be clear that the images are not used for any other anything other than the purpose indicated by the school.

### **Permissible photography during school events**

If the Senior Leadership Team permit parents/carers to take photographs or video during a performance, the following must be adhered to:

- Remain seated while taking photographs or videos during concerts, performances and other events.
- Minimise the use of flash photography during performances.
- In the case of all nursery events, make the focus of any photographs or video your own children.
- Avoid disturbing others in the audience or distracting children when taking photographs or video.
- Ensure that any and all images and video taken at nursery events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.
- In certain circumstances, refrain from taking further photographs and/or video if and when requested to do so by staff.

### **Monitoring and Evaluation**

This Policy will be reviewed in line with REYS monitoring cycle but no later than January 2027.