



# Ballygawley Early Years Playgroup

---

## Photography and Videography Policy

Ballygawley Early Years Playgroup is dedicated to "Getting it Right" and safeguarding the children in our care, in line with the Child (NI) Order 1995 and Safeguarding Vulnerable Groups (NI) Order 2007. With this in mind the playschool has developed this photography and videography policy.

### **Statement of Intent**

Playschool staff will use the Playschool camera & no other to take photos of the children for their learning journeys, displays, plus occasional media use (\*as long as the parent has completed the permission form\*). Photos will be uploaded onto the Playschool computer for printing then deleted from the camera. All photos will be deleted from the computer after one year. Videography of any child is not allowed in the setting. Any member of staff found in breach of this policy will face disciplinary action and possible dismissal.

### **Procedures**

- Parents/Guardians will receive a copy of this policy and be asked to grant permission to allow photography of their child.
- If the Parent/ Guardian does not give permission, the leader will inform key staff to ensure that photographs are not taken of the child.
- Photographs taken will be of an appropriate manner and in no way be of a demeaning nature to the child.
- Photographs taken of the children may be used within the setting to develop displays and indicate the child's learning journey, these photographs will either be given to parents/ guardian or destroyed in an appropriate manner, if no longer required.
- Photographs uploaded to computer and those stored on SD card will be destroyed after one year. Staff will follow data protection and confidentiality policies for further information.
- At no time will a member of staff take pictures of any child using any other device except for playschool camera.
- If a parent/ guardian attempts to take a picture of a child within the setting, staff will respectfully request that they do not do so and inform the parent/guardian of playschool policy.
- Videography of a child in setting is strictly prohibited. No CCTV exists in the setting of Ballygawley Early Years Playgroup.



# Ballygawley Early Years Playgroup

---

- All volunteers and students will be made aware of this policy; failure to abide will result in removal from the setting and a possible referral to gateway team.
- If a staff member is found in breach of these procedures they will face disciplinary action, possible dismissal and a possible referral to gateway team

This policy was reviewed and accepted at a meeting of Ballygawley Early Years Playgroup Committee on 06/2015, and reviewed again on 01/2016 and 12/2016.

This policy links with the following:

- Safeguarding Children and Child Protection Policy
- Mobile Phone Policy
- E-Safety and Social Networking Policy
- Data Protection Policy
- Confidentiality Policy
- CCTV policy