



# Ballygawley Early Years Playgroup

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## 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

Playgroup staff will use only Playgroup's equipment and no other to take photos of the children for their learning journeys, displays, newsletters, on the playgroups website, on social media and for publicity purposes in printed publications, such as newspapers. (\*as long as the parent has completed the permission form\*). Photos will be uploaded onto the Playgroup computer for printing and 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/guardians or destroyed in an appropriate manner, if no longer required.
- Photographs uploaded to the computer and those stored on an 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 the Playgroup cameras.
- 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 Playgroup policy.
- Videography of a child in setting is strictly prohibited. No CCTV exists in the setting of 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.



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- 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 adapted at a meeting of our playgroup held on the 30th May 2023

## Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2025

Signed: .....  
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: ..... Signed: ..... Position: .....

Date: ..... Signed: ..... Position: .....

Date: ..... Signed: ..... Position: .....

This policy links with the following policies:

- Safeguarding Children and Child Protection policy
- ICT (including E-Safety and Social Networking) policy
- Mobile Phone policy
- Data Management policy
- Confidentiality and Client Access to Records policy
- CCTV policy
- Employment policies (staff folder)