

Date Valley School

Company number: 06845508 Registered Charity number: 1136298
Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB
Telephone: 0208 648 4647 · Tel: 07980299717 Email: managingdirector@dvst.org.uk



Photography Policy

It is the policy of Date Valley School to use digital cameras, owned by the school, to take pictures of the children within our care. Mobile phones will not be used in this manner.

Staff are not permitted to use their mobile phones whilst on duty. Mobile phones are to be placed in the designated pockets prior to commencement of the school day. If staff need to take calls during the school day, this has to occur during their break time, and calls to be taken outside of the classroom setting.

Staff are aware that when on outings they must not use their mobile phone to take photos.

This policy clarifies exactly how the school will and will not use photographs of the children:

The photographs will be used:

- To record children's progress and inform key worker observations
- To record events and outings that the children participate in
- For display purposes (with parental permission) without showing the eyes
- As evidence of the activities and outings the school provides, to show the Bridges Inspectorate during an inspection

Photographs will not be taken:

- When a child is having his or her nappy changed
- When a child is not fully clothed or dressed in an appropriate way for the activity provided
- When a child is in the toilet area
- For publishing on the internet, except for the school website, in which case the children's faces will be avoided

Staff at Date Valley will not send photos of children via mobile phones, fax, an attachment to a text or email or any other social media method.

Parental permission for photography is taken upon registration of the child.

All staff must be aware of parental permission not granted for photographs of children in their class. This list is available to view in the office and at the front of all class Attendance Registers.

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

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