

# Date Valley School

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## Use of children's photographs

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, and if they need to use them in their break time, they must take calls 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.

Staff at Date Valley will not send photos of children via mobile phones, fax or as an attachment to a text or E Mail message.

Parental permission is taken upon registration of the child. All staff must be aware of parental permission not granted for photographs for some children in their class. This list is part of the Allergies list and 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 School Manager. Date: February 2010