



# Photography and Video Policy and Procedure

## Policy Statement

Bradpole Preschool recognises the importance of photographs and videos in recording children's learning, celebrating achievements, and supporting assessment. We are committed to ensuring that all images are taken, used, stored, and shared in a safe, lawful, and respectful manner.

This policy complies with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Safeguarding Children and Child Protection guidance
- Ofsted requirements

This policy should be read alongside the:

- Internet and Online Safety (E-Safety) Policy
- Safeguarding Children and Child Protection Policy
- Use of Mobile Telephones, Smart Technology, Cameras and Electronic Devices Policy
- Staff Code of Conduct

## Purpose of Photography and Video

Photographs and videos may be used for:

- Learning journals and assessments
- Displays within the preschool
- Evidence for inspections and monitoring
- Staff training and professional development (anonymised where possible)
- Marketing and promotional materials (with specific consent)

Images will never be used in a way that compromises a child's safety, dignity, or privacy.

## Parental Consent

### General Consent

- Written consent is obtained from parents/carers when a child is registered.
- Consent covers internal use such as learning journals and in-setting displays.
- Consent records are stored securely and reviewed regularly.

### Additional Consent

- Separate written consent is obtained for:
  - Advertising
  - Website and social media use
  - External displays
  - Publications
- Consent is sought for each specific purpose or campaign.

## Withdrawal of Consent

- Parents/carers may withdraw consent at any time in writing.
- The preschool will take prompt and reasonable steps to remove any images where this is within its control and reasonably practicable to do so.



## **Photography and Video Policy and Procedure**

### **Use of Images by Staff, Students, and Volunteers**

- Only preschool-owned devices may be used to take photographs or videos.
- Personal mobile phones, cameras, and smart devices must not be used.
- Students may only take photographs for coursework with written parental consent and staff supervision.
- Images must not be copied, stored, or shared on personal devices.

All staff, students, and volunteers must respect parental wishes at all times.

### **Storage, Security, and Retention**

- All digital images are stored on secure, password-protected systems.
- Access is limited to authorised staff only.
- Images are backed up securely where appropriate.
- Photographs and videos are retained only as long as necessary and disposed of securely.

### **Sharing and Publication**

When images are shared externally:

- Children's full names are not used alongside photographs.
- Images are selected carefully to avoid identifying sensitive information.
- Group photos are preferred where possible.
- Images are never shared without appropriate consent.

Staff must not share preschool images on personal social media accounts.

### **Safeguarding and Misuse**

Any misuse of photography or video, including unauthorised use or distribution, will be treated as a safeguarding concern and investigated immediately.

This may include:

- Disciplinary action
- Safeguarding referrals
- Reporting to external agencies where required

### **Monitoring and Reporting Concerns**

- Any concerns about photography or image use must be reported to the preschool leader or Designated Safeguarding Lead (DSL) immediately.
- Incidents will be recorded and reviewed.
- Appropriate action will be taken in line with safeguarding procedures.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027