

SHIRLEY CHILDREN'S CENTRE DIGITAL PHOTOGRAPHY POLICY AND GUIDELINES

This policy links to the following:

- Child Protection and Safeguarding Policy
- GDPR Regulations (May 2018)

Document control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2015	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2016
2	October 2017	Yvonne Charalambous	Reviewed	October 2018
3	October 2018	Nicky Cook & Katie Coomber	Reviewed	October 2019
4	November 2019	Katie Coomber	Reviewed	November 2020

Use of digital images - photography and video

To comply with the General Data Protection Regulations, we need your permission before we can photograph or make recordings of your daughter/son.

We adhere to the following rules for any external use of digital images:

- If the child is named, we avoid using their photograph
- If their photograph is used, we avoid naming the child
- The centre does not permit photography of any kind at any of the sessions, this includes the use of camera phones and digital cameras

Where showcasing examples of children's work we only use their first names, rather than their full names. If showcasing digital video work to an external audience, we take care to ensure that children aren't referred to by name on the video, and that children's full names aren't given in credits at the end of the film. Only images of children in suitable dress are used. Centre Staff/volunteers are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

Your child being photographed or videoed (by the Early Years Education or Early Years Assistant) as part of a learning activity;

- i.e. photographing children at play and then sharing the pictures on the Children Centre's website
- i.e. images or videos featuring on the Children Centre's website or facebook site Your child's image for presentation purposes around the Children's Centre;
- i.e. in Children's Centre wall displays and presentations to capture images around the Children's Centre or in the local area as part of the centre's marketing and advertising.
- Your child's image being used in a presentation about the Children's Centre and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, Children's Centres or educators;
- i.e. within a CDROM / DVD or a document sharing good practice; in our Children's Centre, on the Children's Centre website or facebook site. In rare events, your child could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Any queries regarding this policy should be addressed to the Centre Manager:

Katie Coomber
Universal Services Coordinator
Shirley Children's Centre
34 Lilac Gardens
Shirley
Croydon
CR0 8RN
Tel contact: 020 8777 2119
Email: info@shirleychildrenscentre.org.uk



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