



## Photo and Video Policy

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special class or event. As a school we also like to use photos from our classes to promote our business.

However we understand it is also important to be aware of child protection and safeguarding issues when people are taking photos or filming at classes and events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

### Risk Factors

Some of the potential risks of photography and filming include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

### Our Commitment to Safeguarding Children

- We do not use children's names in photograph captions. If a child is named we will avoid using the photograph.
- We ask for parents on our enrolment form to consent for their child to be photographed and videoed for use on promotional material, our website and social media.
- We only use suitable images of children to reduce the risk of inappropriate use.
- We address how images of children on our website can be misused. Images used will not be accompanied by personal information, such as the name of a child as this could be used to learn more about a child prior to grooming them for abuse.
- We will state written expectations of professional photographers or the press who are invited to an event. These will make clear the organisation's expectations of them in relation to child protection.
- We do not allow photographers unsupervised access to children.
- We do not approve photography sessions outside the event or at a child's home.

### Storing Images and Videos Safely

Images or video recordings of children must be kept securely. Hard copies of images will be kept in a locked drawer and electronic images will be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Staff will avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

This policy was adopted by: <a href="#">Petite Etoile Ltd</a>	Date: 14 <sup>th</sup> February 2018
To be reviewed: <a href="#">14<sup>th</sup> February 2019</a>	Signed: <a href="#">Lisa Kaler</a>