



CAMERAS AND VIDEOS

Cameras/IPADS/Tapestry (see policy) and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Once uploaded on tapestry, photographs are deleted and wiped off the IPAD at the end of each term.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- The camera/IPAD should be easily accessible to capture spontaneous moments to support the observation requirements of the Early Years Foundation Stage, and to share with parents.
- The use of digital cameras by children will be supervised by staff to ensure that appropriate images are taken.
- Children's use of digital cameras/IPAD's can only take place with direct supervision by staff.
- The setting will discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras/IPADS, such as places children can not take the camera/IPAD (e.g. unsupervised areas, toilets etc).
- All staff will be made aware of the acceptable use rules regarding children's use of cameras/IPADS and will ensure that children are appropriately supervised.
- Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the General Data Protection Regulation (GDPR) May 2017.
- Parents will be made aware (via Registration forms) that children will be taking photos of other children and will be informed how these images will be managed by the setting e.g. will be for internal use by the pre-school only (not shared via any website or social media tool).
- Photos taken by children will be carefully controlled by the setting and will be checked carefully before sharing online or via digital screens.
- Cameras/Videos/IPAD recordings provided for use by children and the images themselves will not be removed from the setting.
- Images of children must only be taken when they are in full and suitable dress. In no circumstances, are images to be taken of children or young people in any state of undress. The taking or making of images in sensitive areas of the early years setting, for example, toilet cubicles and changing areas are not permitted.
- A child's name or any other identifying information must not appear in any caption or accompanying text alongside their photograph, for example on displays, documentation panels and name cards. Particular care is to be taken where such images are likely to be viewed by others, such as online.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Only members of Ide Hill pre-school staff who have an Enhanced DBS disclosure are permitted to take photographs within the pre-school.
- Parents on rota duty/settling their children in, volunteers and other visitors are **not** permitted to take photographs during pre-school sessions.
- Camera/IPAD and video use is monitored by the setting Manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).
- If parents/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Manager of this and add this to their permission form.
- The use of personal USB sticks, the transferring of images via free unfiltered web mail or via mobile media is to be avoided where possible without explicit permission from the designated person for safeguarding, Kellie Ferguson, Manager.
- The designated person for safeguarding, Kellie Ferguson, Manager is responsible for memory sticks and storage devices.
- When taking a memory stick or storage device to be developed offsite, it should be logged in and out by the designated safeguarding person and monitored carefully to ensure it is returned within the expected time scale.



- Memory sticks can only be taken off site if they do not contain any personal data. If they do then the memory stick must be suitably encrypted in accordance with the General Data Protection Regulation (GDPR) (May 2017)
- The settings camera/IPAD is stored safely and securely whilst the pre-school is closed.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- General Data Protection Regulation (GDPR) (May 2017)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- General Data Protection Regulation (GDPR) (May 2017)

Further guidance

- Working Together to Safeguard Children 2018
- What to do if you're Worried a Child is Being Abused 2015
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)
- Independent Safeguarding Authority: www.isa.homeoffice.gov.uk

Reviewed and signed on behalf of the pre-school

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Date 29/10/25

This policy will be reviewed in February 2026