

**Moss Hall Nursery School**

**Photograph and Video Protocol.**

***Guidance for photographing and recording children during events and learning opportunities and activities.***

It is important that children and their families celebrate 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 event or activity. However, it is also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if staff and families are aware of the potential risks and dangers and put appropriate measures in place.

**Risk factors we should consider**

Some of the potential risks of photography and filming at events 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.
* children’s images being shared on social media without permission

**Photography protocol**

This protocol can also be used to help children, families, staff and volunteers understand how photographs can be shared more safely.

At Moss Hall Nursery School we:

* ask families to complete a parental permission form to obtain consent for a child to be photographed or videoed while attending the school. The photographs can then be used in special books, website, social media, training materials and displays.
* do not use children’s names in photographs posted on our website, social media in training or marketing materials.
* only use images of children in suitable clothing to reduce the risk of inappropriate use.
* ensure that if the media or press attend a nursery event, they have a copy of this protocol.
* permit families to take photographs and videos at events but ask them not to share photos on social media. The nursery reserves the right to ask families not to take photographs or videos at any time due to health and safety or safeguarding reasons.
* ensure photographs and videos are stored in the school’s shared drive. These drives are secure and password protected.
* Photographs and videos are removed from mobile devices (cameras/Ipads) on a weekly basis.
* ensure cameras/IPads and mobile devices are locked away when not in use.
* Photographs are *never* taken on staff’s personal mobile phones.

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