Child Protection

1.7 Photographic Equipment and Use of Images

Policy statement

At Tywardreath Pre-school Playgroup we take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of cameras in the setting.

Generally, photographs are taken of our children at preschool as a source of evidence for completing the child's Learning Journey and for recording each child achieving their learning goals. Children also love to see photos of themselves and their friends; it helps them develop a sense of self and recognise their place in the world.

However, we live in an age in which digital technology has vastly increased the use and potential misuse of photography.

Our pre-school recognises that parents and carers may have concerns about their child being photographed and how the images of their child will be stored.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy. Please also refer to our Safeguarding Children policy.

1. Photographs/videos are classed as personal data and therefore are protected under The General Data Protection Regulations 2018. Consent will be sought from each child's parents/carers when they start at Tywardreath Pre-School Playgroup. Parents/carers can change their option to consent at any time in writing. Consent is split into different areas, including taking photographs/videos and sharing photographs/videos.
2. Photographs/videos will only be taken on approved devices, belonging to or funded by the pre-school.
3. Images will therefore not be taken of any child or young person against their wishes. Coercion must not be used to encourage a child or young person to participate when it has been indicated that they clearly do not want to be involved. A child or young person's right not to be

photographed is to be respected. Images which may be considered to cause upset, stress or embarrassment must not be used.

4. Images of children and young people 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, for example, toilet cubicles and changing areas, is not permitted.
5. Staff are not permitted to use their personal mobile phone or other personal devices to take photographs within the pre-school, or while out on trips. Staff/volunteers must deposit their mobile phone (or any other similar devices) in the designated place, which is in the porch cupboard. The device must remain there until the end of the day/shift on departure. Please see the separate 'Mobile Phone Policy' for further details.
6. The pre-school manager's mobile phone is the only mobile phone device that can be used during pre-school sessions, as part of the day-to-day running of the pre-school. This includes such uses as responding to business emails and messages from parents.
7. Visitors, including parents, will be asked not to use mobile phones on the premises, or, should the need arise, be escorted to somewhere appropriate by the setting manager/deputy manager. Visitors will never be left alone with children.
8. The storage and gallery of all devices with photographic functions will be checked regularly by the pre-school manager or deputy manager.
9. Images are to be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity. Images will not be kept for longer than is considered necessary. The pre-school manager will ensure all photographs are permanently wiped from memory cards, computer hard drives and portable drives or other relevant devices once the images are no longer of use.
10. Photographs taken on the pre-school devices for children's individual 'Learning Journeys' will only be stored until the image is uploaded to Tapestry (our designated record-keeping software) and will be deleted by the following half term at the latest.
11. Photographs taken on the pre-school cameras will be stored on the hard drive of the pre-school computer until after the child has left pre-school. After this time, they will be deleted.
12. Photographic equipment will remain on pre-school premises wherever possible. If cameras or devices need to leave the premises for any reason, the storage and gallery will be checked by the pre-school manager/assistant manager before they leave the building.
13. Images must only be used in approved ways or on approved platforms, e.g. uploaded to Tapestry, or used for other official record keeping.

14. Additional consent will be sought for photographs by outside agencies, such as press photographers. If a child's image appears in a local press article or other publicity material, then their full name will not appear alongside the photograph.
15. Parents and carers are not covered by the General Data Protection Regulations 2018, if they are taking photographs or making a video recording for their own private use. Recording and photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent, the General Data Protection Regulations 2018 would be breached. Therefore, during any pre-school events where public attendance of parents/carers is invited, e.g. sports day, end of term party, the pre-school manager will make an announcement to all present to ask if anyone objects to photographing during the event. If anyone objects, the pre-school manager will insist that no photography or recording takes place. If no one objects, the pre-school manager will respectfully request that images are taken for personal use only, and not shared publicly, particularly on social media sites.
16. All staff should be aware of their responsibility to safeguard children in the setting, and this policy makes particular reference to protecting children from the risk of sexual exploitation caused by unauthorised use of mobile/camera equipment. Staff must initiate the 'Whistleblowing' procedure should they have any concerns at all, even if they feel these are unsubstantiated.

** For the purpose of this policy, the phrase 'camera' refers to any device with visual recording equipment, such as phones, tablets, cameras, smart watches or laptops.

Staff who fail to comply with these requests may be subject to disciplinary action.

Legal framework

Legislation
Children and Families Act (2014)
http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted

General Data Protection Regulations (2018)
https://www.gov.uk/government/collections/data-protection-act-2018

Sexual Offences Act (2003)
http://www.legislation.gov.uk/ukpga/2003/42/contents

Further Guidance

Working Together to Safeguard Children (2026)
https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

What to do if You're Worried a Child is Being Abused (2015)
https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

Reviewed on: 25th October 2026