



Data Protection – Information, Photography & Recordings

Purpose of Policy

It is important that all children are happy with their achievements and have photographs or video recording to celebrate their special moments. However, some parents/carers are not comfortable with photographs or video recording of themselves or their children being shared. All documents (signed forms) completed by parents/carers and staff will be filed in a locked filing cabinet in the setting.

For example:

- If a child and or their family have experienced abuse, they may worry about the perpetrator tracing their whereabouts
- Children and families who may choose not to have contact with someone from their family may decide to minimise their online presence
- Families may have cultural or religious beliefs for choosing not to be photographed or recorded in any way
- And for any other reason personal to them.

It is important to be aware of Child Protection and Safeguarding issues when taking images or video recordings of the child. The misuse of this information can create potential dangers to children, families, and staff.

All members of staff will make every attempt to ensure that every child in our care has the right to be protected from the misuse of photographic and video recordings of themselves, taken whilst attending the setting. It is our duty to use photographs taken in the setting or on trips/outings to support the children's learning experiences and to record children's individual progress

(only with Snuggle Bunnies devices). Photographs and videos recorded in the setting or on trips/outings will be part of a normal day. All images/recordings are taken using a camera/iPad and are only taken by members of the Snuggle Bunnies Childcare (Nursery) staff. Photographs and videos will then be uploaded onto Snuggle Bunnies Childcare (Nursery) secured computer/laptop to be printed for the children's learning journal and to share with parents/carers. All information on these devices is password protected and locked away at the end of the day. Once all images and recordings that have been displayed/shared with parents/carers will be deleted off all devices.

Who is Responsible?

It is the responsibility of all members of staff to make sure that all photographs and videos of children are taken only with Snuggle Bunnies Childcare (Nursery) cameras/devices. Parent(s)/carer(s) or colleagues are not allowed to share recordings and images of the children with individuals outside of the setting. The setting has overall responsibility to make sure that all documents, photographs/videos are kept safe, secure and in agreement with the Data Protection Act 2018.

Photographs and videos are taken to:

- Support each child's learning and development record
- Displayed around the setting and on Snuggle Bunnies Childcare (Nursery) website/marketing with parental/guardian consent

Photographs and or videos may be taken for the following purposes:
(permission from parent(s)/carer(s) at registration and prior to event)

- To support staff completing their qualifications (photos with children's faces blurred out with parental consent)
- Outside agencies (college/university students) for any training purposes (will not be used)

Parent(s)/carer(s) use of cameras/videos in setting:

- Parent(s)/carer(s) will be invited to take a photograph of their own child after the event at Christmas or at any other celebrations with the understanding that publishing any material on the social media

(internet) the setting has no control over these images/videos once they are in the public domain.

- We will make sure that the children of parent(s)/carer(s) who do not wish their child to be photographed or videoed are provided with other activities during that time. At no time at all are staff permitted to bring in a camera or any other smart device from home, nor use their mobile phones in the setting play areas/rooms or of activities outside of the setting (**see Photographs- Mobile Phone and Smart Devices Policy**).

Parent(s)/carer(s) and children information (documents) will be stored in a locked filing cabinet in a safe place in the setting.

Distribution of photographs

Any photographs taken at the setting will be uploaded to the secured computer/laptop devices that is password protected. Employers will not share the password. Passwords will be changed every 28 days or if seen by unauthorised people. Photographs may be use on Snuggle Bunnies website but written consent from parent(s)/carer(s) is always prior to these photographs being uploaded. If photographs were taken as part of a group activity for the purpose of training, then with parent(s)/carer(s) consent the photographs/videos will only be distributed as a hard copy or printed copy to the relevant authorised person.

We will not be sending any photographs/videos to parent(s)/carer(s), colleges, universities, nurseries, schools, or any other external agencies via email.

We will send to parents/carers via our Famly app, which they should have accessible login details to access information regarding their child. In case of an accident/incident where there is an investigation by the police, children's social services, LADO, Local Safeguarding Children's Board (LSCB), Ofsted, Brent Council for funding purposes or any other professionals linked to the investigation will be sent via email if required.

All photographs and recordings including reports of the children are kept securely locked away or password protected on devices and only accessible

and available to those who have a right or professional need to see them. Staff must follow the guidance regulations under the Data Protection Act (1998) and where relevant the Freedom of Information Act (2000). Staff must ensure the need to protect the privacy of the children in our care as well the legal requirements that the information relating to the child is handled in a way that ensures confidentiality.

Snuggle Bunnies Childcare (Nursery) is registered with The Information Commissioner's Office (ICO). The ICO upholds information rights in the public interest, promoting openness by public bodies and data privacy for individuals. All data are handled are with parental/guardian consent following the GDPR Guidance to protect all data Snuggle Bunnies store (Data Protection Act 2018). Although, parents/carers may consent at times we will also ask for their consent and can sometimes recognise body language/gestures that may express that the child does not consent taking part in a photographed learning experience.

Data Retention

Records of individual children **MUST** be retained following Ofsted requirements for a reasonable period of time after child have left the provision.

If you have any questions about this policy, please feel free to contact the childminder(manager) who will be happy to advise you further.

Please follow the link below for more information.

<https://learning.nspcc.org.uk/media/1442/child-protection-records-retention-and-storage-guidelines-september-2019.pdf>

All parent(s)/carer(s) should note that in the event of a Child Protection and Safeguarding concern, photographs/video recordings about the children and their families may be shared with the relevant professional agencies without the consent of parent(s)/carer(s) or the child.

Last Updated/Reviewed On:	SIGNITURE
10/03/2020	C. Morgan
21.11.2020	C. Morgan

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