

D.P.S.

Out of School Club

**Photography and
Videography Policy**

Photography and Videography Policy

Principle

DPS Out of School Club is committed to safeguarding the well-being of children; promoting their rights and best interests.

Policy Statement of Intent

It is our policy to protect children from the misuse of photographs and video images taken at the out of school club.

Procedures

- Parental permission is sought through the registration form for a child to be photographed and to use their images for publication purposes, advertising, displays and art and craft activities.
- We will ensure that the children of parents who do not wish their child to be photographed are not included in any photographs taken.
- We will not use images that are likely to cause embarrassment.
- When sharing photographs children's names or other contact details will not be used.
- Staff are not permitted to use their own personal mobiles or other devices to take photographs or videos.
- Children are not permitted to bring their own electronic devices such as tablets, iPods or gaming consoles into the Out of School Club.
- We will regularly review stored images and delete unwanted images or images that are no longer needed.
- Photographs that are no longer needed will be shredded.

Links with other policies:

Health and Safety Policy
Child Protection and Safeguarding Policy
Consent Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club Management Team

Signed:.....*J. Thompson*.....
(on behalf of the setting)

Position:*Chairperson*.....

Date:*18/10/16*.....

Reviewed on:

Date:..... Signed:.....

Date:..... Signed:.....

Date:..... Signed:.....