

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Photograph and Video Policy

Childcare Services at Queen's believe that every child in our care has the right to be protected from the misuse of photographic and video images of themselves, whilst they attend the Childcare site.

It is our policy to use photographs taken within the Childcare site to support the children's learning and to record children's individual progress. Photographs that are used for this purpose will be taken as part of a normal day, using a digital camera, by a member of the staff team.

This will also be the procedure for photographs that are used within the childcare site for display purposes.

Written parental permission will be sought for each individual child within the Childcare Services application process.

There may be occasions that an outside photographer is on site to facilitate images for marketing, the children's annual professional photograph or to promote activities/events that the children have taken part in within Childcare Services. Photographs that have been taken for these purposes will not identify individual children. For these events further written parental consent will be obtained.

If any parent/ carer should choose that their child is not to be included within photographs, then the individual child will not be photographed or videoed. In this instance, the Childcare staff will ensure that the child/children in question are provided with other activities.

Photographers will never have unsupervised access to any of the children that utilise the Childcare Services.

Parents/carers will be invited to attend group events at Christmas and for other celebrations during the year. Parents/carers may wish to video or photograph their child/children's inclusion within these activities. Childcare Services at Queen's would ask that parents be mindful of such material being used within the public domain if children other than their own are included within these images.

At **no** time are staff permitted to bring in a camera from home, nor use their mobile telephones as either a camera or video recorder in the Childcare site.