



17. Photography and Video Policy & Procedure

17.1 Statement

Wyke Community and Children's Centre believe that photographic images can contribute to children's achievements being recognised and help children to feel valued and proud of their achievements. Photography and videos are useful tools and can be used in a variety of ways, such as record keeping, displays, marketing and publicity. We will adopt a common-sense approach to the taking and use of photographic and video images. We will be sensitive to the rights and wishes of parents and carers who may not want their children to be photographed/videoed.

17.2 Implementation & Procedure

We will ensure that:

- Permission is gained from all parents before any imagery is used of a child.
- We never take any imagery of a child if they object or are distressed.
- Any images recorded show positive issues and events.
- Imagery will never be exchanged or removed for private use by an employee or volunteer.
- For events such as play days we will ensure that appropriate signage is available which states that 'photographs will be taken during this event' and advising parents and carers that they may opt out by speaking to a member of staff.
- For groups such as Baby Group and Toddler Group, verbal consent will be sought from the participants.

17.3 Roles and Responsibilities

All employees have a responsibility for ensuring this Policy is adhered to and to ensure our service users are also aware.