



Mangotsfield Out of School Club Photography in the Workplace Policy

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Photography in the Workplace Policy - MOOSC23.01

Purpose

While the use of photography in the workplace is required for educational and training purposes, it is important to be clear on the boundaries of when and where photographs can be taken, shared and used.

Photographs

Photographs of children within the Club are useful to evidence the types of activities that take place for children's learning records and for staff training courses but also for the Club's promotional marketing.

There may be concerns however about photographs being taken in general, how they are saved and for how long images may be kept. This policy sets out the Club's position on the taking, storing and use of photographs:

- Photographs will only ever be taken for the sole purpose of:
 - documenting a child's individual development, for use in that child's individual record only;
 - supporting staff qualifications, for use of evidence-based research; and
 - promoting the Club on its website and social media.
- Photographs will only ever be taken using a digital camera or Club mobile phone that is the sole property of the Club;
- Images will be uploaded onto a PC from the Club's devices and disposed of as soon as the reason for which they were taken has been fulfilled, with the original images also deleted;
- No copies of any images will be made and/ or stored unless specifically approved by the parent/ carer for use across the Club's website and/ or social media;
- Staff are not permitted to photograph any children with their own cameras or mobile phones and are not permitted to post any photos on social media on behalf of the Club (outside of Administrator-level access); and
- Children's faces are not to be captured in any photo posted on the website or Facebook page unless specifically approved by the parent/ carer.

Consent

Consent will be sought from parents/ carers on joining the Club through the registration process, with specific questions on photography consent for social media. Parents/ carers will be asked in extraordinary circumstances, such as press articles, for further consent to share images of children.

Escalation

Complaints with regard to the misuse or unapproved photographs should be reported to the Play Manager who will investigate in line with internal policies and procedures.

Related Policies

1. Safeguarding
2. Admissions



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3. Privacy & Data Protection
4. Mobile Phone