

Maple Grove Community Group

Safe Use of Images

This policy attempts to prevent the misuse of images from happening and to reflect the protective ethos of the group.

Prior to taking any images of the children, the Maple Grove Community Group will seek parent/guardian permission. Parents/Guardians will be asked to sign a consent form at their induction session.

The term 'images' includes photographs, videos and the website. Any images used on the website will be password protected.

The Pre-School uses images on pupil's files (the iPad system) as evidence of children playing with other children and achieving their next steps.

Parents wishing to take images

There will be occasions when parents wish to take images of their children, for example at a special event – Sports Day, Christmas Nativity.

Parents are asked to agree to use any images responsibly and keep them for their own personal use, and not publish them on any social networking sites.

The group will inform parents when and where they may take the images, so as to not distract or interrupt events. **These will be photographs of your own child only (not a group photograph).**

If parents consider that there has been inappropriate use of their child's image please speak to the Group Manager in the first instance, who will make a decision as to whether the Police may be informed.

Images for the media

In some instances, the media may wish to take images of children at School – following a fund raising event or celebration of an event. Where these images are published, the names of the children in the images will not be published.

Any external photographer will have their organisation **DBS** check and all photo/video sessions will be properly supervised.

The safe use of images can be a source of pleasure and pride and a valuable record of the achievement of the children

This policy was adopted at the meeting of the group held on: _____

Signed on behalf of the group: _____