Photography Policy
Twyford Playgroup – EY484175

Date Reviewed: September 2026
Manager Signature: Rachel Knott
Chair of Committee Signature: Pamela Lawrence
Review Date: September 2027

Statement of Intent

Definitions of Photography – Photograph is used to refer to images in any format, moving or still, recorded on any equipment (for example, camera, mobile phone, video recorder and iPad)

Classification of Photographers – Official photographers are defined as anyone employed or commissioned by Twyford Playgroup to take photographs including staff. Official photographers should be allowed to take photographs in any location as directed by the Manager.

References/Legislation that informs this policy

The Data Protection Act 2018 and GDPR.

Method

Twyford Playgroup, as part of the induction process, will ensure staff and volunteers are fully informed on the requirements of the above legislation. They will be fully informed of all the necessary procedures undertaken by the playgroup to fulfil the requirements of the above legislation.

All parents/carers of children attending Twyford playgroup will be asked to complete a Permissions form as part of the induction pack on entry to setting. Playgroup staff will need to check this information before using photographs beyond the playgroup setting and displays. All parents/carers will be asked to complete a separate Tapestry consent form regarding use of photographs in their online learning journals. All information is kept in a locked carbonate in the cupboard.

Activity

• Staff and volunteers involved in the taking of any photographs at any time, either within the playgroup, at any of the sessions, or during any event, understand the need to obtain permission from the parent/carer of any child under the age of 16 years. Twyford playgroup also require a form to be completed on the use of images for adults

• Staff and volunteers will be clear as to the appropriate form that needs to be completed.

• All relevant Data Protection consent forms are stored in a locked cabinet in the cupboard

• Children who should not be photographed are made known to staff members. If a member of staff is unsure whether a child can be included in photographs, they must check the consent lists (held in the filing cabinet in the cupboard) or with a senior member of staff.

• Twyford playgroup staff and volunteers will ensure consent forms are available at any event were photographs are likely to be taken. Playgroup will inform parents/carers through pre-event publicity that photographs are likely to be taken, especially if an official photographer is present.

• When official photographers are taking photographs then staff and volunteers will ensure

the children are being supervised by their parent/carer and aware that their child is likely to be photographed.

• Staff and volunteers will only take photographs of children and their families with Twyford playgroup devices. No mobile phones or personal devices will be used.

• During events, the taking of photos is permitted following the reading of a statement by a member of staff. The statement will read: “Any photos, videos etc. that are taken must be for private family use only. They must not be uploaded onto the web or social media platforms as this will contravene Data Protection regulations”. Otherwise, data protection will be contravened.

• Staff will challenge any photos being taken or used outside the guidelines of this policy.

Twyford playgroup believe that parents/carers have the right to choose whether photographs are taken of their child/ren when they are attending group sessions. We aim to safeguard all children and adults who attend and will ensure that **no photographs** are taken or used later without the consent of the parent/carer.

• Parents and carers must not take any photographs whilst at Twyford playgroup using their own devices. Staff are to challenge anyone seen doing so and asked to stop.

• All parents/carers will be asked to sign a photography permission statement which will state the purpose of the photographs and their storage and use. Parents/carers have the right to withdraw that permission at any time.

• Parents will be asked **not** to take photographs (on any device) during sessions. Official photographers who attend playgroup sessions will be required to gain permission from the responsible adult before taking a photograph.

• If it is known in advance that an official photographer will be present at Playgroup, parents/carers will be notified.

• Photographs taken with parental permission might be used to publicise the playgroup and published in a variety of media including flyers/posters; websites; Facebook community pages etc. and specific agreement will be gained from parents for this use.

• Details of the playgroups compliments and complaints procedure are available from a member of the management team and parents/carers can use this process to make a complaint about the inappropriate taking of photographs.

• Staff taking photographs must ensure they are within sight at all times of the parents/carers of the children of whom they are taking the photographs.

• Any staff will only be permitted to take photographs with the authorisation of the manager. This policy is accompanied by the - Consent form for Twyford playgroup