



Kool Kids Club

Photography & Video Policy

In order to complete observation and evaluation and to produce scrapbooks, newsletters, the newspaper and various advertising materials, Kool Kids may take photographs (and potentially videos) of children while the setting is open. However, staff are aware of the need for care when doing so and have a strict policy for this.

- Photographs will be of children participating in various play activities
- Only staff will take photographs
- Parents are not permitted to take pictures whilst in the setting
- Only children who have permission from parents/carers on their registration form will be photographed or videoed. If one of these children asks staff to take a picture of them doing something, staff may take the photo and then pass it on to the parent/carer discreetly before deleting the image
- A list of children whom the club does not have permission to photograph/video is available on the Allergies and Permissions list kept in the kitchen and in the club folder
- The pictures taken are for Kool Kids Club use only and will only be taken using the designated Kool Kids Club camera
- The use of mobile phones to take images of children is strictly forbidden unless it is the club phone and the camera is out of order, in which case pictures will be transferred and removed from the phone as soon as possible
- Cameras are not permitted at all in bathrooms or changing areas
- All images will be stored on the laptop belonging to the setting and deleted after a period of one year has elapsed. This will be reviewed on a regular basis.
- Photographs taken with the setting camera may be used for a child's development folder or on the setting's display boards.

PUBLICITY

Occasionally photographers from the York Press may be invited into Kool Kids Club to take a picture of a specific activity or event. Specific consent will be requested at the time.

CONSENT

All parents/carers of children attending the setting are required to complete a Registration Form.

As part of the Registration Form parents and carers are invited to provide consent for:

- Photographs to be taken in Kool Kids Club for use in club
- On Kool kids Facebook page
- York childcare website
- Publicity Materials



Should parents/carers have any concerns or queries about this policy then they should speak directly with Kool Kids Club Manager.

STAFF

- No photograph or recordings must be taken on personal mobile phones at any time
- Personal mobile phones should not be used during sessions
- We appreciate that situations do arise which may require staff to have their phone on them. This should be discussed with the Manager at the beginning of the session. If your phone rings you may take the call in an area away from the children, having first informed other staff in that area
- Staff may be asked to use their own mobile phones when on different sites or spread across the school
- On trips we will use the Club phone
- See Mobile Phone Policy for more information on the use of phones

This policy was adopted at a meeting of	Kool Kids Club	
Held in:	April 2024	
To be reviewed in:	April 2025	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager