



JPAC LTD PHOTO POLICY

We aim to use photographs and cameras (including video cameras) at our out of school club for:

1. Assessment, planning and recording
2. observation tool
3. Information for parents/carers and visitors
4. Extension of language and learning
5. Celebration of achievements
6. As a learning tool for children to develop their ICT skills

Use of Photographs

Photographs are taken throughout the year to capture particular examples of a child's achievements or development. In this way we are able to share and celebrate a child's successes with others in the group and with their parents/carers and school. The photographs can be used to record a specific moment which may be a better way of recording than in note form. In addition we use photographs for:

Photographs	Purpose
Display of children's work/activities	A record of ideas and topic reference for future use. To 'advertise' the Club within the school encouraging other children to attend
Examples of children's achievements	As part of an individual child's records. A link between the club activities and home and school
Club booklets	For children to look at and talk about what they have done
Special events, festivals and outings	As a record for children and parents/carers to share and talk about together
To celebrate special events for individual children e.g. birthday	Used as a resource to share with others in the club and also parents/carers
Photographs of the local environment	Used as a resource with children
Children's own photographs	As a resource for development of a particular topic and for the children to gain experience in using digital technology

Camcorders are also used in the club for many of the above purposes. In particular we may use them for observation of children's play to further our understanding, or for assessment and planning tools. The children will also be assisted to use camcorders to develop their own film making skills and to support the development of their imagination and communication skills.

Points to Consider

We are aware of the need for sensitivity and observe the following:

- The child does not object to having their photograph taken
- The photographs are used to show positive images of children – celebration of a particular achievement.
- As an inclusive provider we will attempt to reflect this in the images

Where photographs, videos or even samples of children's work are to be displayed outside the club we seek parental permission for this to happen (see attached) – such as in newspapers, or NCC Early Years Out of School Newsletters, **JPAC Ltd Newsletters and JPAC Ltd Website.**

Parents are made aware of our use of cameras in our 'Parent Contract Booklet' and have the opportunity to voice their concern.

Only staff employed by JPAC Ltd will be allowed to take photographs/videos during Club time.

PLEASE NOTE – A closed Facebook page has been created for this setting – only parents / carers of children who attend the setting will be allowed access. The page will be used to celebrate achievements and inform about coming events e.g. holiday club

I understand that JPAC Ltd will ask my permission to use the photographs for any other purpose.

Child's Name _____ Date of Birth _____

Parents/Carers Signature _____

Date _____

USE OUTSIDE THE CLUB

_____ 's photograph/piece of work may be used in _____ . Their name will not be published. I give my permission for this to go ahead.

Parent's name _____ Signature _____

Date _____

Reviewed April 2019