



01904 409763
headoffice@yorkchildcare.co.uk
www.yorkchildcare.co.uk

PHOTOGRAPHS AND VIDEOS

POLICY STATEMENT AND AIMS

York Childcare is committed to providing a safe and secure environment for all children who attend its settings. In order to record a child's development and learning it is necessary that photographs, and videos are taken to provide evidence of progress and assessment.

The following policy provides information about the steps that York Childcare takes to ensure the safe recording and keeping of all images.

USE AND STORAGE OF PHOTOGRAPHS AND VIDEOS WITHIN THE SETTINGS

The types of images which are likely to be taken are of children participating in various setting activities. With the exception of the reasons outlined in the 'special events' section below, only setting staff will take photographs and videos; visitors and parents/carers are not permitted to take images whilst in the setting. The images taken are for setting use only and will only be taken using a York Childcare issued device (usually the camera on a setting tablet). The use of mobile phones to take images of children is strictly forbidden within the setting.

Within York Childcare, images are used:

- as an upload to Ovivio, the online learning journal which York Childcare uses to monitor and assess children's learning
- on a setting photo display board
- as an aid to signpost children to where their belongings are stored

In addition, there will be:

- no full names used alongside images
- no identifying details such as location, routine, etc.
- images checked by a manager/senior staff member before publication

Any use of images such as uploading a photograph or video onto York Childcare's website or social media platforms requires special consent from parents/carers.

In accordance with the Early Years Foundation Stage (EYFS), children will be given opportunities to take photographs and videos themselves and to view the pictures they have taken within the setting. Staff will monitor use and supervise at all times. Staff will ensure there is no photographing other children without permission

Cameras are not permitted at all in bathroom and changing areas.

Images will be stored on devices (tablets, laptops and computers) belonging to York Childcare are stored on secure cloud systems. Images will be stored in accordance with York Childcare's GDPR Privacy Notice, which can be viewed on our [Policies and Procedures webpage](#).

SPECIAL EVENTS

York Childcare settings run a number of events such as Fun Days and Stay-and-Play sessions for parents/carers. York Childcare will take sensible and reasonable steps to ensure that the recording of these events is appropriate. These steps include only permitting parents/carers known to the setting to film or photograph children. Clear signage will be displayed at events. Parents cannot share images on social media without consent. Staff will monitor the use of phones.

PUBLICITY

Occasionally photographers from local media outlets may be invited into a setting to take a picture of a specific activity or event. Specific consent from parents/carers will be sought at the time if any images of children are requested as part of this.

CONSENT

All parents/carers of children attending a setting are required to complete a Registration Form, which they are also asked to check and update at regular intervals. As part of the Registration Form parents and carers are invited to provide consent for photographs/videos:

- to be taken in the setting, for setting use only.
- to be taken at special events.
- to be taken for publicity purposes.
- to be used on York Childcare's website.
- to be used on York Childcare's Facebook, Instagram, and Twitter pages.



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Parents/carers can provide consent for some, none or all of these criteria. Should a parent/carer not wish to provide consent for an image containing their child to be used under the above criteria, then it will not be possible for **any** parent to have a personal copy of that image unless they have recorded it themselves. However, parents wishing to view the image can do so on the setting premises under the supervision of setting staff.

If there are concerns that images have been misused or taken inappropriately, this will be treated as a safeguarding concern and managed in line with the Safeguarding Policy.

Staff must not download/share images outside systems and use of personal accounts is not permitted. Breaches may result in disciplinary action.

Should parents/carers have any concerns or queries about this policy please speak directly with their Setting Manager.

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