| SCAMPS+ SCHOLARS<br>Killorglin Community Childcare Centre CLG | | | PHOTOGRAPHY, VIDEO AND INTERNET POLICY | | |
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| **POLICY NO.:** | **GP No. 15** | **REV. NO.:** | **8** | **REV. DATE:** | **24.08.2026** |

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| **PREPARED BY:** | **Centre Manager** | **Date:** 14/9/26 |
| **APPROVED BY:** | **Board of Directors** | **Date:** 14.09.26 |

## GENERAL STATEMENT OF INTENT:

At Scamps and Scholars, we respect the privacy of children and their families, staff and volunteers. All information relating to children and their families, staff and volunteers will be treated in a strictly confidential manner.

Generally speaking, we would use photographic and video recording devices intermittently for specific purposes or if deemed necessary for a predetermined project or to assist a child's development, e.g. observations, and as part of curriculum requirements.

Photographic and video recording consent is part of every child's registration form. Those that declined such a permission will, as a result exclude their child's participation in some events and operations of the centre, not with-standing those mentioned above. GDPR applies to such consents and consent given can be withdrawn at a future time.

Photographs for internal use (showing the child or children at a certain activity) may be taken individually or with other children as a small, medium or large group.

Students, visiting professionals or researchers, who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way. Further parental permission will be sought in this instance in advance.

The benefits of using the internet, photographic and recording devices for young children's learning and development are many and varied. Interactive media – when used safely and appropriately with adults – can enhance learning and help to prepare young children for positive use of technology.

Among the advantages for parents are that they may be able to view and comment on records of activities and observations shared and can add their own observations and/or videos of their child.

They can be more informed and involved in their child's learning and development. In this way clear two-way channels of communication are fostered between the early-years setting, and parents, families and children.

The advantages for service providers of online interactive media in parent involvement include:

- Providing an effective form of communication with parents.
- Linking the children's progress and development from home to the service and vice versa.
- Connecting the child's learning and development to Aistear: The Early Childhood Curriculum Framework.

The many benefits of the use of technology, online interactive media and electronic information sharing need to be balanced with the rights of children, families and staff members to privacy, personal integrity and dignity, and the risks that can be associated with the use of such devices and media.

Scamps and Scholars take the responsibility that online safety is fully considered. We will ensure that this policy is made available to all relevant stakeholders.

We operate all our data in line with current GDPR regulations which assign responsibility for the collection, storage and use of all personal data including images (photos and video).

Recognisable images captured by CCTV systems are also personal data. They are therefore subject to the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.

Please refer to our GDPR policy for further details.

**Children's Needs:**

- Opportunities to learn, explore, play and communicate through a wide range of approaches. For children over three years this includes the use of technology.
- Safe, monitored and well-supervised access to the most appropriate technologies to support their learning and development.
- The interactive media to which they have access to be tried and tested by their educators (staff and parents) to ensure that it supports their learning goals and is safe and appropriate to their stage of development.
- Positive role models for safe and careful use of technology.
- The adults who take images and recordings, are to take appropriate care in the use of these images, how and with whom they are shared and their storage and disposal.
- Children also need and are entitled to be asked for their agreement for images (still and moving) and recordings of them to be taken, as soon as they are old enough.
- They are entitled to choose not to have their photo taken or to be video recorded, and to have their choice respected.

**Additional Safeguards:**

- Appropriate filters are applied to all equipment used by children.
- Computers used by children are located in an open space with the monitor clearly visible.
- Children's names will not be used in photograph captions.
- Photography and recording including closed circuit television is not undertaken in areas where children change their clothes, toilet, or have their clothes and/or nappy changed.
- Only images of children in suitable clothing are to be taken to reduce the risk of inappropriate use.

**Use of Personal Devices in the Service:**

- Staff members, families, contractors and visitors may bring personal devices into the service, but personal 'smart' devices, such as phones or tablets, will not be used in the presence of children and will be switched off during working hours, except at break time in designated areas.
- Staff members will not take any images, video/audio recording of children or families at the service, on their personal devices.
- Children are not allowed to bring personal 'smart' devices, such as phones or tablets to the service, unless authorised by the manager to do so.
- When visiting the service, parents or other visitors may not use personal 'smart' devices, such as phones or tablets, to take photos or videos or engage with children other than their own child.
- Under certain circumstances, staff may on occasion be requested by management to utilise their own personal phone to facilitate some part of the operations – e.g. bus collection.

**Parents/Families Need:**

- To be fully informed about what interactive media their child may have access to in the service and how it will be used to support their learning and development.
- To be asked for informed consent for their child to access interactive media and for any still or moving images or recordings of their child to be taken, displayed/shown, stored or posted online.
- To know what purposes their child's image (still or moving) may be used for and in what way they may be used.
- To know that the service will choose appropriate, quality, beneficial media for their child's learning and will monitor and closely supervise their use.
- Equal and easy access to efficient and effective means of involvement and engagement with their child's learning and development while they are in the service.

**Staff Members Need:**

- To have a clear and agreed understanding of the benefits and risks of interactive media and technology for use in the service – both for supporting children's learning and development and for facilitating parents' involvement.
- To be in a position to safely and securely use a range of technological resources to manage their roles as professionals.
- To research information and resources and communicate professionally.
- To use systems to track and record the children's development and to share their work.
- To communicate with parents/guardians/carers through newsletters, email or other interactive media.
- To be able to manage administrative tasks and systems.

These require clear rules, guidelines and agreements regarding safe, appropriate and acceptable use of technology and interactive media.

**Staff Members also Need**:

- To recognise and accept both the benefits and the risks of using interactive media.
- Clarity on their roles and responsibilities in relation to their use.
- Knowledge about online safety.

**Management Needs:**

To ensure that:

- The regulatory requirement (Regulation 10) to provide a Policy on the Use of the Internet, Photographic and Recording Devices is met.
- Their duty of care to provide the children who use their service with an adequate level of protection against harm through the use of technology is met.
- All staff members are clear on their roles and responsibilities in relation to the safe and appropriate use of technology and interactive media in the service.
- All content posted online on sites administered by the service is done with the safety, privacy and security of the children, families and staff members as primary considerations.
- Parents/guardians are aware of the policy and procedures relating to the use of the internet and photographic and recording devices in the service.
- Appropriate written consents are obtained for the children's use of the internet and the use of any photographic or recorded materials.
- Appropriate written consent is obtained from staff members for the use of any photographs or recorded materials of the staff member – see Attachment 2.
- All parents/guardians have equal access to communications with the service.
- To know that the early years staff have the knowledge, information and guidance that they need to safely use technology and interactive media with the children in a way that is appropriate for each child's stage of learning and development and for their particular needs.

**Internet:**

Any use of the internet by any child is restricted, supervised and monitored at all times. The afterschool section is currently the only group of children that may access the internet as part of any planned daily activity. Generally, internet usage isn't required for the remaining children in our care.

**Staff Usage:**

Staff are permitted to access the internet on prescribed computers to facilitate their day-to-day roles. Mobile phone use and therefore internet use via this device is prohibited while staff are at work. Staff may access such devices while in the staff room or on an off-site break.

**Use of Photographs and/or Video:**

Photographs may be used throughout Scamps and Scholars for a variety of purposes. Generally childcare practitioners take photographs of the children throughout the year to capture a particular moment/item, examples of play or something that a child has achieved.

We do not post any such photos or videos on any social media platform that we operate or our website without gaining separate consent for same.

In addition, we use photographs for:

| Photographs / Video | Purpose |
|---|---|
| Displays of children's work | A record of ideas and topic references |
| Examples of children's play | As a part of an individual child's profile |
| Classroom areas | To show the range of activities |
| Class albums | For children to look at and talk about |
| Special events and festivals | As a record of the year and for children and parents to look at and talk about |
| Birthday display | Used as a class resource for talking about birthdays, months of the year, etc. |
| From home | To act as a link between home and pre-school |
| Children's own photographs | Children take photographs on the digital camera, to gain experience in technology |
| Kids Talk TV | Children who choose to participate in our online TV channel |
| External events | Annual events including Christmas concerts and graduation ceremonies. |

## Who Must Observe This Policy:

This policy must be observed by all managers and staff members at all times.

Where any employee, contractor, volunteer, student or member of a committee/group becomes aware of an act of non-compliance with this policy, they have a responsibility to bring it to the attention of the Manager, Deputy Manager and/or Board of Management.

All staff members will complete and sign a Staff e-Safety Acceptable Use Agreement (see sample in Attachment 1).

## Actions to be Followed if the Policy is Not Implemented:

If you, as a staff member or a parent, consider that this policy is not being implemented, you can follow the Complaints Policy and Procedure to make a complaint.

**Attachments:** **Attachment 1 – Staff E-Safety Acceptable Use Agreement.**
**Attachment 2 – Staff Media Consent Form.**

# STAFF E-SAFETY ACCEPTABLE USE AGREEMENT

**This Acceptable Use Policy is intended to ensure that:**

1. Staff will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational purposes.
2. Scamps and Scholars and staff are protected from accidental or deliberate misuse that could put the security of the systems and its users at risk.

**ACCEPTABLE USE POLICY AGREEMENT:**

I understand that I must use Scamps and Scholars ICT (Information and Communications Technology) systems in a responsible way to ensure that there is no risk to my safety or to the safety of the ICT systems and other users. For my own personal safety:

- I understand that Scamps and Scholars may monitor my use of its systems, devices and digital communications.
- I will keep my Username and Password safe and secure. I understand that I should not write down or store my password where it is possible that someone may access it and I will not voluntarily share it.
- I will not access social media on any devices provided to me by Scamps and Scholars.
- I understand that the systems and devices provided to me by Scamps and Scholars are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting.

**I recognise that Scamps and Scholars has a responsibility to maintain the security and integrity of the technology it offers to me and to ensure its smooth running.**

- I agree to keep the use of my personal devices to a minimum whilst at work and avoid use while in the rooms/outside areas with children.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs).
- I will not install or attempt to install or store programs of any type on any devices at or provided by Scamps and Scholars, nor will I try to alter computer settings.
- When I am using the internet to find information, I will take care to check that the information I access is accurate as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, either in and outside of Scamps and Scholars.**

- I understand that Scamps and Scholars has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am off site, and where they involve my membership of the Scamps and Scholars community (examples would be cyber-bullying, use of images or personal information).

**I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action.**

I am signing this declaration acknowledging that I will adhere to the above criteria and that tablets/laptops/computers provided by Scamps and Scholars, and that I have access to/use, are the property of the centre. I agree to take good care of such items and return any items taken off site in a good state of repair if I ever cease to be employed by the centre.

**SIGNED:** _____ **PRINT NAME:** _____

**DATED:** _____

# STAFF MEDIA CONSENT FORM

To help us share our story with parents and the public we would love your permission to include you in our published photos and videos.

## Where We Use Them:

**Social Media and Website:** Our public Facebook page and Company website.

**For Parents:** Inside our Parent Handbook and on our Staff Display Boards.

**Helping New Children:** Including your photo in 'Social Stories' (sent via email) to help new children get to know you before they start.

**Special Memories**: Our annual Christmas and Graduation videos, staff milestones, etc.

## Some Further Information:

**Going Public:** Content on Facebook and our Website is open to everyone.

**Ownership:** The images will belong to the Company to help promote our work.

**Opt-Out:** You can change your mind for future photos at any time by letting us know in writing.

## CONSENT:

Please tick as appropriate below:

| | |
|---|---|
| | I agree to the above and consent to the use of my image and likeness. |
| | I do NOT consent to being photographed or videoed for these purposes. |

**STAFF SIGNATURE:** _____

**DATE:** _____