

## **CCTV, Photography & Videography**

We make no use of CCTV technology on the premises.

It is the policy of Holy Trinity After School Club to seek written permission from parents/carers during the registration period in order for staff to take images of the children or to allow public photography/videoing of plays or any other events.

The photos taken by staff are used for display or publication purposes. Parents have the opportunity to identify the circumstances in which the image can be taken or used.

Where parents have concerns these are taken on board. In some circumstances images are available for use on displays but not on the website or in publications.

In the event that parents are unwilling to provide such permission the manager will meet with them to clarify the nature of their concerns and to explain why the after school would wish to take and use such images.

We recognise the need to ensure the welfare and safety of children and young people and do not permit photographs, videos or other images of children and young people to be taken without the consent of the parents/carers and children. Staff will only use cameras that are designated for the sole use of practitioners and these will be stored securely. Personal photographic equipment will not be used and we will regularly review stored images and delete unwanted material from the camera and ensure a secure computer network. All photographs/videos remain the property of Holy Trinity After School.

The following are guidelines which all staff/volunteers in Holy Trinity After School should follow:

- Ensure parental consent is given before taking or using an image of a child/young person.
- Ensure all images used are only used within our own setting.
- If anyone becomes aware of the inappropriate use of cameras or any videos/photography the manager/designated officer must be informed straight away.