



Media Policy

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Media Policy

To ensure the safety and appropriate use of still images and recorded images Autism Bedfordshire operates a use of media policy. The policy outlines the appropriate use of:-

- Cameras.
- Video recording.
- Mobile phone images (refer to ICT Policy).
- CCTV.
- Webcam communication.

Autism Bedfordshire will ensure that all who have additional reasons for safeguarding their identity and location are inclusively protected without discrimination. For example, if a parent or individual has requested no photograph is taken of themselves or their child, staff will ensure that the individual or child does not feel excluded by the experience.

Cameras

- Permission should always be sought to take still and moving images (refer to parental permission slip).
- Permission should be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for on-site images.
- Permission should be sought at least once a year or if records are being updated, whichever is sooner.
- Only cameras authorised by Autism Bedfordshire can be used to take images. Use of personal cameras is prohibited at all times.
- Each Children's Services group will have access to their own authorised camera for which the Team Leader is responsible.

- This camera should be easily accessible to capture spontaneous moments to support the observation requirements of the Early Years Foundation Stage, and to share with parents and funders.
- The Team Leader is responsible for the storage of cameras and memory sticks.
- Any photos remain the property of Autism Bedfordshire, but will be made accessible to parents on request.

Video Recording

- In the event of parents wishing to take video film then groups must obtain permission from all other parents/individuals of the group.
- Videos must only be taken for professional practice, for example, to develop practice for staff training, to share experiences or events with parents. Videos may also be used to liaise with other professional agencies, for example, recording a child to assist with peer observation.
- Staff must only use the video camera authorised by Autism Bedfordshire to take images.
- All recordings must be logged to monitor appropriate use of recording equipment and should detail date of video, who has taken the video, subject matter, purpose of video, how video will be used.
- (It is strongly advised that) only Autism Bedfordshire videos are used to record significant events such as plays and sporting activities. This is to protect the unauthorised use of images.

CCTV

- The use of security cameras should only be used for the sole purpose of security. The use of CCTV must be clearly documented in the admissions policy and the welcome booklet to ensure that parents are aware of individual setting procedures.

Webcam Communication

- The use of a webcam communication system is for professional use only which must be agreed between management and parents. There should be a nominated person to operate and monitor the webcam usage.