



Strawberry Hill Pre-School

Photograph Policy

Photograph Policy:

Photographs are a valuable tool for recording and assessing children's activities and achievements in the setting.

Photographs will only be taken with digital cameras. NEVER WITH CAMERAPHONES /MOBILE PHONES. Staff mobile phones are kept in the kitchen/back room at all times, and not handled whilst looking after the children. Any emergency calls must be made via the playgroup's mobile phone. Any member of staff found using a mobile phone without permission to do so may be subject to disciplinary action.

Photographs will only be taken during normal learning activities. Cameras will never be used in the toilets/changing areas. A child will never be photographed when their nappy or clothes are being changed.

Only members of staff who have an enhanced CRB disclosure are permitted to take photographs within the setting. Parents and volunteers are not permitted to take photographs without prior permission from management. However, at public events (eg, Christmas play, sports days, etc), family members may take photographs of the public activity. Each parent will be asked to sign a consent form to confirm they are using these photographs for personal use only.

Whilst pictures may be used as part of publicity of the playgroup, no pictures of children will be displayed on the nursery website, without Parents/carers permission.

Photographs may be printed and included in a child's Learning Journey, or displayed within the setting. Parents/carers may see their child's Learning Journey at anytime. Photographs will only be stored on the manager's computer and can be seen at anytime. Photographs will normally not be kept for more than one term after a child has left the setting.

Parents/carers will be asked to read and sign the Setting Photograph Permission Form when their child starts attending the playgroup. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

This policy was adopted by Managers and staff on 13.5.13

Reviewed on 5 September 2014

Next Review September 2015

Parent Signature _____ Date _____

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

Staff Name _____ Staff Signature _____

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