



## **Strawberry Hill Pre-School And Wrap Around Care**

### **Photograph Policy**

Wrap Around Care =  
St James Breakfast and After School Club  
St Richard Reynolds Breakfast and After School Club  
Twickenham Prep Wrap Club

#### **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 the settings iPad or work phone only. No photos will be taken with personal phones. Staff mobile phones are always kept in a safe place, and not handled whilst looking after the children. Any emergency calls must be made via the settings 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 DBS 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.

#### **Strawberry Hill Preschool Only**

Photographs may be printed and included in a child's portfolio. We also use photograph's for the child's electronic Learning Journal called Tapestry. Photographs will also be used to be displayed within the setting. Parents/carers may see their child's Learning Journey at any time by login on to their own personal login. Photographs will only be stored on the manager's computer or in Tapestry. 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 setting. 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.

Reviewed March 2022