

## PHOTOGRAPH POLICY

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Photographs of children engaging in play and learning activities within our setting will be taken for the following purposes:-

- To be used within the child's Learning Journey to supplement written observations.
- To be displayed within the setting to allow children to reflect on and talk about their play and learning.
- To be displayed within the setting to keep parents informed of activities provided within the setting.
- To be displayed within the setting in order to provide photographic evidence of play and learning to local and statutory authorities.
- To promote special events within the setting for marketing purposes.
- To ensure that photographs are only used for the above purposes and in line with our safeguarding procedures. We have the following safeguards in place:-

Photographs will only be taken on the setting's camera. Staff are not permitted to use personal cameras or mobile phones for this purpose.

Photographs will not be taken off the premises except when parents are given photographs of their own child/children.

Where photographs are to be used for marketing or publicity purposes, parents will be asked to sign separate consent forms.

Names of children will not accompany photographs without parents' prior permission.

An agreement will be in place as to whether the images will be destroyed or retained for future use, where these will be stored and who will have access to them.

Archived photographs are stored securely and are only used for special occasions (such as celebrating the pre-school's birthday) under supervision of a member of pre-school staff.

Daily photographs used as part of the childrens Learning Journeys are deleted from the camera on a daily basis. Every half term, photographs are deleted from the laptop file.

- When a child starts at our setting, parents are asked to sign a permission form for us to take photographs. We recognise that every parent has a right to refuse this request and in these circumstances, photographs will not be taken of the child.
- When a group photograph is taken, parents who have refused permission will be contacted to see if they would like to consent on that particular occasion.

This policy was adopted at a meeting of Lawshall Pre-school

Held on (date)

First adopted on 10<sup>th</sup> February 2010

Subsequently adopted on 15<sup>th</sup> November 2010

Updated and reviewed on 26<sup>th</sup> April 2012

Signed on behalf of the pre-school .....

Position Held .....

*This policy will be reviewed annually*

