

PHOTOGRAPHS OF PRE-SCHOOL CHILDREN POLICY

Aim

As a record of the activities children participate in we (the staff) are required to take photographs to record such events in agreement with the parents/carers.

Methods

1. Preschool use a digital camera. In this instance no permanent record will be stored. Once prints are made they will be deleted from the camera and no other record will be held.
2. The photos will be used within pre-school i.e. on notice boards, in scrapbooks and occasionally on boards used to promote the Pre-School. We may wish to use group photos on our web site and / or our prospectus.
3. A child's name will never be displayed with a photo..
4. Occasionally we may ask local press to visit to publicise a specific event of activity and photographs will only be taken with the consent of the parent/guardian/carer.
5. Under no circumstances will photographs be distributed to third parties, electronically or otherwise.
6. No photographs or copies will be taken/displayed without parental permission.
7. Parents will be asked to sign giving permission, or otherwise on enrolment to Pre-School.

Photography by parents/carers

The taking of photographs by parents/carers is strictly forbidden by camera or mobile telephone without first seeking permission from a senior member of staff.

Parents/carers will only be permitted to take photographs of their own child, or a child in their care.

The taking of photographs will be permitted at special events such as parties, Santa's visit etc but all parents/carers will be asked to sign a disclaimer stating that they are aware that photographs will be taken, that they are in agreement and that the Pre-School staff/committee are not responsible for any photographs taken by parents/carers and their subsequent use, e.g. posting on social networking websites.

This policy was adopted at a meeting of the pre-school held on (date).....

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