

General Welfare Requirement: *The provider must take necessary steps to safeguard and promote the welfare of the children.*

Information and Complaints

Photo Policy

Policy statement

Photos and video are very important as a record of your child's life and, of course, can be shared with family members living away. Many children feel very proud when their photo is published in the newspaper. For example, the press will be taking photos of Christmas productions in many pre-schools and nurseries.

It is our duty to protect the children who are in our care whilst supporting our families' desire to record important memories.

Please study the points listed below and sign and return the 'Photography Consent slip' when registering at the Nursery, to indicate your agreement. If you would like to discuss the matter further, ask questions, or offer some feedback, you are very welcome to do so.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.1 Respecting each other 2.2 Parents as partners		

Procedures

- Any photos taken by the staff for display purposes will not show children's names.*
- Photos may be taken by the staff for inclusion in children's individual files – Early Learning Journey folders (Progress Tracker) or EyLog Learning Journey.*
- The Nursery will allow photos to be published in the newspapers, but not the names of children, unless prior permission has been obtained.*
- Little Wonders may sell or distribute video or photo images of group events such as the performances, to pre-school families, for family use only.*
- Photos / video taken by parents are only for family use and will never be passed on to the media without prior permission from the Nursery.*

- *Any request from other agencies to use children's photos, for example on literature or websites will only be allowed with prior permission from parents.*
- *Little Wonders may use children's photos in their literature, marketing materials, website, etc. Please notify the Nursery, in writing, if you would NOT like us to do so.*
- *If you do not want your child's image to appear on displays or in the press, please inform the Nursery Manager so that we can keep them out of such photos.*
- *All parents will be asked to sign a copy of the Photography Consent Form on registering their child at Little Wonders.*

Legal framework

- *Data Protection Act 1998*
- *Human Rights Act 1998*

Further guidance

- *Information sharing: Practitioners Guide (HMG 2006)*
- *www.everychildmatters.gov.uk/_files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf*

This policy was adopted at a meeting of Little Wonders Nursery School
Held on: 1st September 2016
Date to be Reviewed: 1st September 2017

Signed on behalf of the Management Committee:

Name of Signatory:

Role of Signatory: