



## Photography Policy

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Photographs are a valuable tool for recording and assessing children's activities and achievements at Horspath Nursery.

Photographs are only taken with digital cameras. Staff mobile phones are kept in a box in the office at all times and not handled whilst looking after the children. Emergency calls are made away from Nursery children. 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 Nursery activities. Cameras will never be used in the toilet/changing areas. A child will never be photographed when their nappy or clothes are being changed.

Only staff members who have an enhanced DBS disclosure are permitted to take photographs within the Nursery. Parents/carers and volunteers are not permitted to take photographs within the Nursery grounds without prior permission from management. However, at public events such as Christmas parties, sports, days, charity events, family members may take photographs of the public activity. Parents/carers will be asked to complete and sign a form to either agree or disagree for their child to be included in photographs. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps are taken to ensure that the child is not included in any photographs.

Whilst photos may be used as part of publicity of the Nursery, no photos of children will be displayed on the Nursery website and public forums without parents/carers permission. Where photographs are made available to the public, they will not be released with children's names unless the parent/carer has given authorisation for this to be done.

Photographs will be printed and included in children's Profiles, Nursery Journals and displayed within the setting. Nursery Journals are available to parents/carers at any time. Photographs will be stored on the Nursery's computer system whilst the child attends the setting and can be viewed by

Management at any time. Photographs will not be kept for more than one term after a child has left the Nursery.

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”