

Photograph Policy

Statement of Intent: We safeguard all children's identities.

Aim: To safeguard all children's identities and understanding that not all parents/guardians wish their child/guardian to be photographed and understanding that some child's identities need to be protected.

Methods:

- We ask parents to complete the photograph part of the 'All About Me' form when their child begins Pre-School and adhere to their wishes at all times.
- We make sure the photographs we take are only used for evidence for OFSTED, for the children's Memories Books and for our Diary of Events.
- We destroy by burning/shredding any photographs not required for evidence.
- We ensuring any photographs taken of our children are never taken away from the setting by outside bodies i.e. OFSTED.
- We ask parents if their child can be photographed by 'big' school's camera during linking activities for the sole use of evidence of these activities with us.
- We ensure no photographs are taken of our children by outside agencies without permission from parents/guardians.
- We ensure that Students on work placement ask permission from parents/guardians before they take any photographs of the children in our care with an explanation of where and who will view these.
- We ensure that only the Pre-School camera will be used and this will be locked away in the cupboard at the end of each session.

- We ensure that if an outside body i.e. press photographer be attending the Pre-School consent from parents/guardians will be sorted before the event.
- We inform parents that the photographer from Tempests will attend the setting during the Autumn Term and all children will be invited to have their photograph taken if parents want them.
- We allow parents/guardians/carers to take photographs and videos at special occasions at Pre-School i.e. Christmas, end of term party, leavers party and adhere to parents wishes if they do not want their child to be on video or photographed.
- We inform parents that should their child not be allowed to be on video or photographs taken they will not be able to join in with the nativity.

This policy was adopted at a meeting of Wilsden Pre-School held on.....

Signed on behalf of Wilsden Pre-School