



Photograph Policy

Purpose of Policy

From time-to-time Little Dreams Nursery may wish to take photographs of the children for display and publicity purposes. This policy states the circumstances when photographs will be taken, who will take the photographs and who will have access to these photos.

Who is Responsible?

It is the responsibility of the Nursery Manager /Deputy Manager to ensure that permission is granted for Little Dreams Nursery to take photos of the children. All parents / carers are required to grant permission for this, and permission forms are available in all registration packs.

It is the responsibility of all members of staff to ensure that photographs are taken only of children who have permission from their parents / carers.

How will the policy be implemented?

Little Dreams Nursery will only take photographs of children whose parents / carers have given permission.

A camera / iPad / tablet is available within each room within the setting, and this will be the only one which is used when taking photographs of children. Members of staff will not be allowed to take photographs of children using their own cameras.

Development of photographs will be dealt with by a reputable company or in the case of digital photography developed and printed using the computer at Little Dreams Nursery.

Only a member of staff or another child will take photographs.

Photographs will not be available for parents / carers or staff to take home.

Photographs will only be available for viewing in the confines of the setting or for publicity purposes.

The use of Camera Phones is not permitted by staff or children at Little Dreams Nursery.