

Bumblebee Montessori House- Image Use Policy

Purpose

This policy outlines how Bumblebee Montessori House collects, uses, and protects images of children in our care. We are committed to safeguarding children's privacy while celebrating their learning journey.

Scope

This policy applies to all staff, volunteers, contractors, and visitors who may capture or use images of children enrolled at Bumblebee Montessori House.

Consent

- Written consent from parents or legal guardians is required before any image is taken or used.
- Consent is obtained during enrollment and reviewed annually.
- Parents may withdraw consent at any time by submitting a written request.

Permitted Uses

With appropriate consent, children's images may be used for:

- Learning documentation (e.g., portfolios, classroom displays)
- Internal newsletters and updates
- Bumblebee Montessori House's official website and social media
- Promotional materials (e.g., brochures, posters)

Restrictions

- No images will be used for commercial purposes without separate written consent.
- Children's names will not be tagged or disclosed on public platforms.
- Individual close-ups will be avoided unless specifically approved.
- Images will not be shared with third parties unless legally required or explicitly authorized.

Storage & Security

- Digital images are stored on secure, password-protected systems.
- Printed photos are kept in locked cabinets.
- Images are retained only as long as necessary and then securely deleted or destroyed.

Safeguarding & Training

- All staff receive training on safe image use and data protection.
- Any misuse of images will be treated as a serious breach and investigated promptly.

Parent Rights

- Parents may request access to images of their child.
- They may also request removal of their child's image from any public-facing material.

Warmly,

Bumblebee Montessori House Team

Parental Consent Form for Use of Children's Images

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Relationship to Child: _____

Contact Number: _____

Email Address: _____

Purpose of Consent

Bumblebee Montessori House occasionally captures photographs and videos of children to document learning, celebrate achievements, and share updates with our community. This form seeks your permission to use your child's image in the ways outlined below.

Consent Options

Please tick the boxes below to indicate your preferences:

Use of Image	Yes	No
Classroom documentation (e.g., learning portfolios, displays)	<input type="checkbox"/>	<input type="checkbox"/>
Internal newsletters and updates	<input type="checkbox"/>	<input type="checkbox"/>
Bumblebee Montessori House's official website	<input type="checkbox"/>	<input type="checkbox"/>
Social media (e.g., Facebook, Instagram)	<input type="checkbox"/>	<input type="checkbox"/>

Use of Image

Yes No

Promotional materials (e.g., brochures, posters)

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Conditions of Use

- Images will be used respectfully and securely.
- Children's names will not be published alongside images.
- You may withdraw consent at any time by notifying us in writing.
- Images will not be shared with third parties without explicit permission.

Declaration

I have read and understood the Image Use Policy of Bumblebee Montessori House. I give permission for my child's image to be used as indicated above.

Signature of Parent/Guardian: _____

Date: _____