



## **PHOTOGRAPH POLICY**

### **Aim**

By the use of cameras and digital/video cameras photographs of children both individual and group will be taken while the children are carrying out activities both inside and outside the centre by staff members and students. Photographs are used by the centre to enhance our provision by enabling parents, students, governing body and visitors to see how our continuous curriculum provision is used.

In order to safeguard our children, parents will be asked to refrain from using mobile phones with a camera or video facility within the centre / or during activities organised by the centre. Reminder notices will be displayed around the centre.

Staff must keep personal mobile phones in their locker. When staff require the use of a mobile phone, a centre mobile will be provided.

### **Objectives**

- To record activities available to children through the year to assist future planning.
- To show parents, governing body and visitors the range of activities children are involved in.
- To record activities and achievement in the child's learning journey
- To record the years activities for the centre portfolios.
- To use as part of a display within the centre.
- Photographs may be used on the Centre's website if parental permission is given. Children's names must not be used

### **Parental Awareness**

- ❖ Parents will be given information in the Nursery school and EYC brochures.
- ❖ Parents will be asked to sign on the admission information form that they are aware that photographs of their child will be taken.
- ❖ Parents will be informed through newsletter and the reception whiteboard if the 'photographer' is to be in the centre to take group or individual photographs.
- ❖ Parents will be informed through word of mouth/plasma screen if the local media are to take photographs.
- ❖ At the centre functions such as parents will be made aware that all parties involved will not be able to take photographs.
- ❖ Mobile phone cameras can not be used in the centre.

- ❖ Permission is given for staff to use video, using the centre's equipment.. Parents must not use video equipment within the centre
- ❖ Children in the centre will be involved in taking photographs of activities and their friends for recording purposes – displays, learning journeys