



Photography

Policy statement

Cricklade Pre-School Playgroup believes that children's activities and progress should be recorded using photographs, but that these photos should be used responsibly.

Procedures

For every child starting Pre-School, parents will be asked to sign the permission form, giving permission for the Pre-School to take photographs of their child for use within the Pre-School.

Any pictures taken at Pre-school or as part of preschool activities

- Will only be taken on the Pre-School equipment belonging to the setting, members of staff do not bring their own cameras or video recorders to the setting.
- Will be printed only on the Pre-School printer unless the manager gives permission for them to be printed at a photoshop
- Will only be used within the Pre-School for valid reasons, e.g., to record learning and development, or for displays and children's Keyperson files.
- Camera and video use is monitored by the setting manager.
- If photos are required for publicity material separate permission for each photograph will be requested from parents and safeguarding risks minimised, e.g., children may be identified if photographed in a sweatshirt with the name of their setting on it.

Photographs taken of children at Pre-school will not be used on the Pre-School web pages.

If parents would like photographs taken at home to be shared in their learning journals or placed on the facebook page they must sign the permission slip.

Photographs stored on the Pre-school computer will be retained for a maximum of two years.

Pre-School will not give digital copies of photographs to parents or third parties.

A professional photographer may be invited to Pre-School occasionally to take individual photos of the children, these photos are for the parents if they wish to buy them. Copies will not be retained by the Pre-School.