



## **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 to ensure that permission is granted for Little Dreams Nursery to take photos of the children. All parents 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.

### **How will the policy be implemented?**

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

All playrooms have a camera which is used when taking photographs of children. Members of staff will not be allowed to take photographs of children using their own cameras.

All digital photography will be uploaded to individual learning journals and printed using the computer at Little Dreams Nursery.

Only staff / children will take photographs.

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

Photographs will only be available for viewing on individual learning journals in the confines of the setting or for publicity purposes - where permission has been sought.

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