



Photograph Policy

Purpose of Policy From time to time Larkfield daycare 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 Larkfield daycare 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? Larkfield daycare will only take photographs of children whose parents have given permission, We have tablets that the pictures will be taken on and these will stay in the nursery and not leave the premises. Members of staff will not be allowed to take photographs of children using their own cameras. Photographs will often be printed using the computer at Larkfield daycare. Only a member of staff or another child will take photographs. Photographs will not be available for parents 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 Larkfield daycare.