

PHOTOGRAPHIC POLICY.

Please also refer to Child Protection Policy, Code of Conduct, ICT, Mobile Technologies policy, On Line Learning Journal policy and Data Protection Statement.

Taking photographs of pre-school children is not illegal, but the photographs are deemed as personal data under the Data Protection Act 2018.

The use of photographs for playgroup publicity purposes requires the written consent of a child's Parent or Legal Guardian.

We will seek this by asking all Parents/Carers to sign a consent form on joining playgroup. Children are not added to the on line learning journal system (Tapestry) until the relevant permission slip is completed.

At times we may wish to take photographs of the children undertaking normal playroom activities, on outings, sports days, sponsored events (i.e.: the Trike-in) or special occasions such as Christmas/Easter celebrations.

Photographs will mainly be used for scrap-books, on line learning journey documents or display boards. However, we may wish to use them in the Welcome Pack, on the web-site, or members only Facebook site. Children will not be identifiable from the website. Social networking parents must agree not to use nursery material on any of these sites.

Once photographs have been developed, any that we wish to use for display purposes or promotional literature will be shown to the relevant Parent/Carer and verbal permission sought. If permission is not given the photograph WILL NOT be used.

Photographs will be stored in a secure site and will only be accessed by those with authorisation.

The camera is securely stored at playgroup and the photos are printed off by the supervisor.

If any photographs are required for media or other publicity purposes, FIRST NAMES only will be used. Wherever possible, this will take the form of a list and will not be directly linked to individual children.

If a photograph is used and consent has not been given by the Parent/Carer the Complaints Procedure Policy should be referred to.