**Patcham Village Pre-school**

**Photography Policy**

**This policy should be read in conjunction with: Observation, Assessment and Record Keeping Procedures and Policy, The Staff code of Conduct, Disciplinary Policy, E-Policy, Health and Safety Policy, Data Collection Policy, Code of Conduct for parents and carers, Safeguarding children Policy, Confidentiality Policy, Grievance Policy, Complaints Policy, and Public Disclosure Policy. Also correlates with EYFS April 2017 – Section: 3.4 of which sets out the frameworks for supporting staff, parents, carers and children.**

**This policy outlines restrictions on the use of mobile phones only when in the pre-school environment and by staff when on outings; Beyond this we have no control, but ask please for compliance to our policies in relation to sharing images online of children other than your own.**

Photographs are a valuable tool for recording and assessing children’s activities and achievements at Patcham Village Pre-school.

Photographs will only be taken with Patcham Village Pre-school’s Hudls (Tablets). NO PHOTOGRAPHS WILL EVER BE TAKEN WITH STAFF PERSONAL CAMERAS, OR MOBILE PHONE CAMERAS. Staff mobile phones are stored away before children arrive. However, in the case of an emergency: they will be left on the kitchen worktop and answered only with the permission of the manager or supervisors. Any member of staff found using a mobile phone without permission will be subject to disciplinary action.

Photographs will only be taken of children during normal Pre-school activities. Cameras will never be taken into the toilets or changing areas. A child will never be photographed when their clothes or nappy are being changed.

If photographs are needed for our web-site we will seek permission from parents beforehand and signed parental permission to agree for photos of their children to be used on our site.

Staff at Patcham Village Pre-school who have an enhanced CRB/DBS are permitted to take photographs within the pre-school to support assessment and observations. Parent helpers or parents settling their children in, volunteers and other visitors are not permitted to take photographs during Pre-school sessions, and will be asked to agree to our mobile phone policy (in the visitors book). However, at public Pre-school events (i.e. Christmas and Graduation concerts) parents /family members may take photographs. If parents do not wish their child to be included in such photographs, it is their responsibility to inform Janet Hornsby or another member of staff**. PARENTS ARE REMINDED NOT TO PUT ANY PHOTOGRAPHS OF CHILDREN OTHER THAN THEIR OWN ONTO ANY SOCIAL NETWORKING SITES – THIS REMINDER IS GIVEN AT THE START OF EACH SUCH EVENT.**

Photographs which are taken in the play environment may naturally include other children in the background, and subsequently be added to other children’s LJs; If a parent/carer requests their child is not present in any child’s journal, we will adhere to this; all staff will be notified.

Photographs will only be stored on the Pre-school computer for children and parents to view as a slide show.

Parents will be asked to read Patcham Village Pre-school Photo Policy and sign to give permission for photographs to be taken. If a parent does not grant permission for their child to be photographed, all staff will be informed so as all reasonable steps can be taken to ensure that the child is not included in any photographs or backgrounds.

This policy was reviewed on 5th July 2019 and replaces that which was adopted by Patcham Village Pre-school on 8th August 2018 Signed by

Manager (Janet Hornsby)

Date: