



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Photograph Policy

Dated 25.02.15

Photographs of children engaging in play and learning activities within our setting will be taken for the following purposes:

1. To be used within the child's 'Learning Journey' to supplement written observations.
2. To be displayed within the setting to allow children to reflect on and talk about their play and learning.
3. To be displayed within the setting to keep parents informed of activities provided within the setting.
4. To be displayed within the setting in order to provide photographic evidence of play and learning to local and statutory authorities.
5. To promote special events within the setting for marketing purposes.

To ensure that photographs are only used for the above purposes, and in line with our Safeguarding procedures, we have the following safeguards in place:

1. Photographs will only be taken using the Nursery's IPADs. Staff are not permitted to use personal cameras or mobile phones for this purpose.
2. Photographs will not be taken off the Nursery's premises, except when parents are given photographs of their own child(ren).
3. Where photographs are to be used for marketing or publicity purposes, parents will be asked to sign separate consent forms.
4. Names of children will not accompany photographs without parents' prior permission when used for marketing purposes outside the setting.
5. We will dispose of any printed unused photographs responsibly and photos are regularly deleted from the nursery IPADs.

When a child starts at our setting, parents are asked to sign the 'Conditions of Acceptance' form and the 'Permissions Form' to give permission for us to take and use photographs. We recognise that every parent has a right to refuse this request, and in these circumstances if instructed **not** to do so, photographs will **not** be taken of the child.

When a group photograph is to be taken, parents who have refused permission, will be contacted if they would like to consent on that particular occasion.

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Proprietors: Mr. and Mrs. M Green B.A. Hons, P.G.C.E
Head Teacher: Mrs Linda Gray B.Ed.Hons