



Safeguarding Children

Photographs and Videos

Policy Statement

From time to time it may be necessary to take photographs or videos of the children interacting within the nursery. We follow the procedures set out below to ensure such media are used in appropriate ways, in accordance with the consent of the child's parents/carers:

Procedures

- Upon registration to the nursery, parents are asked to sign a consent form, giving permission for their child to be photographed / videoed by a member of staff or individual validated by the nursery. This enables the nursery to proceed with the taking of photographs/videos for publicity purposes, evidence of the children participating in the curriculum, pictures for displays, children's individual learning folders, evidence portfolios and at special occasions such as Christmas.
- Parents have the right to refuse this request, in which case the child must not and will not be photographed by any member of staff, by a parent or by any other person without the express permission for that occasion of the parent with whom the nursery has a contract.
- While pictures / videos may be used as part of the publicity of the nursery, no pictures of children will be displayed on the internet, nor will they be made available to anyone other than the child's parents without their express permission.
- Where pictures / videos are made available to the press or television, they will not be released with the names of the child unless the parent gives their written consent for this to be done.
- Where pictures / videos are taken of the whole nursery, for example of the day of the visit of Father Christmas, the parents of children who have opted out of having their child photographed/videoed will be contacted to allow them to rescind their decision.
- Photographs / videos are stored on a password protected computer, which only the Senior Management Team has access to.



- Parents have the right to request any copies of photographs / videos taken of their child whilst in the care of the nursery. The nursery aims to honour this within 3 working days of the request.

This policy was adopted on: _____

Date to be Reviewed: _____

Signed on behalf of Ivy League Day Nursery: _____

Name of Signatory: _____

Role of Signatory: _____