

## **Busy Bees Nursery Schools Policy on Photography**

*Photographs are a valuable tool for recording and assessing children's activities and achievements in Busy Bees Nursery School.*

*Photographs will only be taken with digital cameras. NEVER WITH CAMERAPHONES /MOBILE PHONES. Staff mobile phones must be kept in their lockers at all times, and not handled whilst looking after the children. Any emergency calls must be made via the nurseries main telephone line. Any member of staff found using a mobile phone without permission to do so may be subject to disciplinary action.*

*Photographs will only be taken during normal nursery activities. Cameras will never be used in the toilets/changing areas. A child will never be photographed when their nappy or clothes are being changed.*

*Only members of Busy Bees Nursery Schools staff who have an enhanced DBS disclosure are permitted take photographs within the nursery. Parents and volunteers are not permitted to take photographs within the nursery grounds without prior permission from management. However, at public events (eg, Christmas parties, sports days, charity events etc), family members and press photographers may take photographs of the public activity. Each parent will be asked to sign a consent form upon their child's initial induction to either agree or disagree for their child to be included in such photographs.*

*Whilst pictures may be used as part of publicity of the nursery, no pictures of children will be displayed on the nursery website, in the press or on television without Parents/carers permission. Where pictures are made available to the press or television, they will not be released with the names of the child unless the Parent/carer gives permission for this to be done.*

*Photographs may be printed and included in a child's Learning Journey, or displayed within the nursery. Parents/carers may see their child's Learning Journey at anytime. Photographs will only be stored on the nurseries computers and can be inspected by management at anytime. Photographs will normally not be kept for more than one term after a child has left Busy Bees.*

*Parents/carers will be asked to read and sign the Busy Bees Photo Permission Form when their child starts attending the nursery. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.*

*This policy was adopted by the managers and staff, and updated on 11<sup>th</sup> June 2020  
Signed on behalf of Busy Bees Nursery School*

***“Our setting is committed to safeguarding and promoting the welfare  
Of children, young people and adults at all times and expects everybody  
Working within this setting to share this commitment”.***