

Photography Policy

Photographs are a valuable tool for recording and assessing children's activities and achievements in Binfield Pre School.

Photographs will only be taken with digital or Polaroid cameras, NEVER WITH CAMERA PHONES/MOBILE PHONES. Staff mobile phones must be kept on the kitchen hatch, and not handled or answered during sessions, except with the permission of the session leader/Supervisor (eg. if a member of staff is telephoned by the school their child attends). Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Supervisor and/or Chairperson. Mobile phones may only be answered in the kitchen at the Memorial Hall or Jock's Lane.

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

Only members of Binfield Pre School staff who have an Enhanced CRB disclosure are permitted to take photographs within the Pre School. Parents on rota duty/settling their children in, volunteers and other visitors are not permitted to take photographs during Pre School sessions. However, at public Pre School events (eg. Christmas and Easter concerts) parents/carers, family members and press photographers may take photographs of the public activity. If parents/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Supervisor of this.

Photographs may be printed and included in a child's *Learning Journey* folder, or displayed within the Pre School. Parents/carers may see their child's *Learning Journey* at any time. Photographs will normally be stored on the Pre School's computers but, as it is not always possible for staff to print photographs during sessions, photographs may sometimes be stored on the home computers of the Supervisor or Assistant Supervisors. Photographs stored on home computers will be in a password-protected user account, and can be inspected at any time, without notice, by the Supervisor and/or the Chairperson of the Pre School Committee, with another witness if desired. Photographs will not normally be kept for more than a term after a child has left the Pre School.

Parents/carers will be asked to read and sign Binfield Pre School's Photo Permission Form when their child starts attending the Pre School. 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.

Sponsored By