

## **Photography Policy**

In line with Statutory Requirements of the EYFS, specifically safeguarding and promoting children's welfare, we have a photography policy in place.

- When children start at Banstead Bunnies Preschool their parents are asked to sign a photo consent form. This form gives permission for staff to photograph the child within the preschool sessions whilst the child is carrying out planned or unplanned activities that demonstrate learning, development, fun activities, and evidence of good practice. The parents are made aware that photos are used for evidence in their child's electronic Learning Journey, and to show parents what their children have been learning. These photos are loaded into the Baby's Days system and are available for parents to view through their secure log in codes.
- Photos are only taken on preschool iPad (provided for staff and children) and printed on our own printer.
- It is not permitted for staff to use mobile phones to take photos or film. Please see our Mobile Phone Policy.
- On occasion where an activity/child's photo has been taken and Management would like to use this on the website or in marketing material (website, literature, or Banstead Bunnies Facebook page), the photo will only be used if parents have ticked the box on their consent form to say they are happy for the photos to be used in such a way.
- During whole group celebrations, parents and carers are allowed to take photographs for their own personal memories, we advise and draw their attention to being sensitive to all those in the photos and individual opinions on social media, may differ from their own.

Failure of staff, volunteers, and students to comply with the above policy will be dealt with under disciplinary action.

Visitors to the setting are not permitted to take any photographs, unless under the direct supervision of the Manager or Deputy, and for reasons they have agreed and will stand accountable for.