



PRE-SCHOOL

Meadow Drive, Horringer, Suffolk, IP29 5SB

Tel: 01284 735181 E: manager@horringerpreschool.co.uk

Charity: 1164658

Photographic Policy

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

- To be used within the child's Learning Journey to supplement written observations
- To be displayed within the setting to allow children to reflect on and talk about their play and learning
- To be displayed within the setting to keep parents informed of activities provided within the setting
- To be displayed within the setting in order to provide photographic evidence of play and learning to local and statutory authorities
- To promote special events within the setting for marketing purposes
- To be displayed on Horringer Pre-School website to keep both current parents and prospective parents informed of activities provided within the setting.
- To be displayed on Horringer Pre-School private Facebook page for information about the curriculum, activities and up and coming events.
- Occasionally, when necessary, photos for the above purposes could be transferred by the leader onto a pre-school memory stick to aid the logistics of updating photos to the pre-school website and Facebook page.

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:

- Photographs will only be taken on the setting's camera. Staff are not permitted to use personal cameras or mobile phones for this purpose.



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- Photographs will only be taken from the setting by the child's parents' or keyworker to complete relevant paperwork at home.
- Where photographs are to be used for marketing or publicity purposes, parents will be asked to sign separate consent forms.
- Names of children will not accompany photographs without parents' prior permission.
- When Horringer Pre-School no longer requires the photographs they will be destroyed or given to parents

When a child starts at our setting, parents are asked to sign a permission form for us to take photographs. We recognise that every parent has a right to refuse this request, and in these circumstances photographs will not be taken of the child. When a group photograph is to be taken, parents who have refused permission will be contacted to see if they would like to consent on that particular occasion.