



**Photography in Nursery Policy**

**Rationale**

Parents frequently wish to take photographs or videos of their children in Nursery and clear guidelines are essential to safeguard all pupils.

**Aims**

- To provide clear guidelines for staff, parents and visitors in relation to taking photographs and videos in Nursery
- To ensure that all adults are aware of and adhere to guidelines
- To ensure the safety of all pupils in Nursery

**Staff and Governors Responsibilities**

- To be aware of the contents of this policy and ensure that parents, carers and other visitors understand and comply with the guidelines.
- To draw attention to policy to ensure safeguarding of all those in Nursery
- To ensure guidelines are displayed prominently in all areas of the building
- Staff and students will store mobile phones in lockers provided during teaching time. No mobile phones should be taken by staff or students into areas where children are present
- Students are not expected to take photographs but should they require evidence for assessment they should take views from such an angle that the child cannot be identified. Tutors should be made aware of this policy and insist on compliance
- Should photographs be required for any purpose outside the Nursery, such as press releases or on a prospectus or flyer, written parental consent will always be sought in advance
- Staff will take photographs of pupils for assessment and record-keeping purposes and these will form a substantial part of Learning Journeys which will be given to parents at the end of the school year. Photographs will only be taken using school cameras with photographs saved only to school computers.
- Photographs will also be used for display within the Nursery only
- All members of staff must ensure that any duplicated or unwanted photographs must be cut or shredded before disposal
- Staff and Governors are to monitor, review and amend this policy appropriately
- If staff use a personal mobile phone on a school trip where children are present the phone must be used for emergency contact with school or emergency services only and never for taking photographs
- Staff may be required to carry a mobile phone on home visits for personal safety. In these cases the phone must not be used for taking photographs

**Parent responsibilities**

- Parents will be expected to take NO photographs in the Nursery building or garden at any time
- If parents wish to have a photograph of their child the staff in the Nursery will attempt to take a photograph that just shows the parent's own child but no other. This is not always possible and we ask parents to accept our decision if we decline.
- Parents will not use mobile phones within the Nursery building. This has to be enforced due to the facility for taking photographs on most mobile phones but also so that children can be left and collected with parents' full attention
- Parents will be challenged if they use phones within the building
- No videos are allowed on school premises.

Presented to Governors:

Signature of Chair of Governors:

Proposed Review date: