**Policy statement**

At this setting we believe in maintaining confidentiality with regard to the taking of, usage and storage of photographs in the playgroup setting. Photographs are taken at our playgroup for the following reasons.

* To put in each child’s learning diary as part of their record of achievement so that parents can see more of the experiences their child has during their time with us.
* To use as part of our wall display in our main rooms as we feel this gives the children a sense of belonging as well as being a great topic for conversation and recall.
* To use on our website to promote the playgroup in a virtual tour or something simliar.
* To keep for display purposes within the setting for our open evenings and
* anniversary events

To ensure that photographs will only be taken and used for the purposes mentioned above with parental permission, and disposed of correctly we will follow the following procedure

**Cameras**

* All parents will be asked to complete a detailed photograph permission slip where they will indicate whether they give their permission or not for photographs to be taken and used.
* All photographs will be taken using the playgroup digital camera.
* All photographs will be printed by the designated member/s of staff using the playgroup or the school printer.
* All photos will be wiped from the memory card after printing by the designated member/s of staff.
* All photographs to be wiped from the computer after they have been printed or stored securely for a limited period of time in a password protected area.
* Photographs including learning diaries to remain on the setting’s premises unless prior consent has been given by the parents.
* Any photographs to be used on the website will be printed onto a permission slip so that the parent will know exactly what photograph/s will be used.

**Event photographs and video**

At our end of term events and on other special occasions such as trips out we appreciate that many parents want to take photographs and video recordings as a personal record of their child’s participation in these of these activities. We feel this is important as children like to share their experiences with family members such as grandparents and will enjoy recalling their playgroup experiences in years to come.

We do however respect every parent’s right not to have their child in group photographs and so we will therefore:

When a child starts playgroup a letter is enclosed in their welcome pack attached to our photograph policy explaining that permission will only be given to take photographs and videos at playgroup events if:

1. All parents have given their permission
2. Parents have signed our agreement to use the photographs/videos only for personal use and will not put them onto Facebook or Flicker or similar web applications that can be accessed by unauthorized people unless given permission by parent.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………