**Photograph Policy**

**Purpose of Policy**

Rainbow Nursery will take photographs and video recordings of the children during their time at the nursery for a variety of different reasons (i.e. learning journals, wall displays, publicity purposes, etc.). This policy states the circumstances when photographs will be taken, who will take the photographs and who will have access to these photos.

**Responsibility**

It is the responsibility of the Nursery Manager to ensure that permission is granted for Rainbow Nursery to take photos of the children. All parents/carers are required to grant permission for this, and consent forms are available in all enrolment packs. It is the responsibility of all members of staff to ensure that photographs are taken only of children who have permission from their parents/carers.

**How will the policy be implemented?**

Rainbow Nursery will only take photographs of children whose parents/carers have given permission. Each staff member will have their own iPad/tablet available within each room within the setting, and these will be the only devices which are used when taking photographs of children and these may be printed using the computer/devices within Rainbow Nursery only. Members of staff will not be allowed to take photographs of children using their own cameras or devices. Visitors/Volunteers/Students and Families are respectfully requested not to take any photographs or videos of any children on site without prior consent. In these cases, the photographs/videos are reviewed before being authorised.

**Interactive Learning Diary**

When taking an observation of a child, staff may record a video or take some photographs to evidence the observation. These observations are uploaded to the online Learning Journals (which is GDPR compliant) and accessible only to staff members from Rainbow Nursery and the parents/carers of that child. Parents/Carers can only see observations where their own child is “tagged”; they cannot view other children’s learning diaries. All photographs and videos are reviewed before being authorised.

**Advertising/Social Media**

When a family registers with Rainbow Nursery, they are able to express permission about videos and photographs being shared for use in promotion materials. This may be done through the nursery website or social media, or in leaflets or newspaper articles. Families are able to change their permissions at any point by contacting the nursery manager. If a family changes their permission, any media with their child will be promptly removed from the website, Facebook page or other media where possible.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*