**Busy Bodies Child Care Centre Ltd**

**Photograph Policy**

We ensure photographs or recordings taken of your children in our nursery are only done with prior written permission from each child’s parent or carer.

This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.

We ask for individual permission for photographs and video recordings for each different use including use in the child’s learning journey, for display purposes, for promotional materials including the nursery website and brochure and to use in the local press. We ensure that parents / carers understand that their child may also be on another photograph but not as the primary person and this photo may be used in another child's learning journey.

If a parent or carer is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child’s play and learning.

Staff are not permitted to take photographs or recording of a child on their own devices and only use these provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent / carer wishes are adhered to.

Parents are not permitted to use any recording device or camera in the nursery premises without prior consent of the manager.

During special events e.g. Christmas or leaving parties staff may produce group photographs to distribute to parents / carers on request. In this case individual permission will be asked for each child before the event. This will ensure all photographs taken are in line with parental choice.

This policy will be reviewed annually by all staff.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

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