Tots 2 Toddlers

Photographs

Intent of Policy:

The nursery works hard to ensure that children are safe during their time in nursery and that photographs are used responsibly.

Implementation of Policy:

* At Tots 2 Toddlers we like to take photographs of children in action and their development/ learning experiences and make displays inside the nursery.
* Under no circumstances will these photographs be circulated outside the nursery, used for promotional purposes or posted on the website unless express permission is received in writing from parents/carers beforehand.
* Photographs will only be taken during normal nursery activities. Cameras will never be used in the toilets/changing areas.
* A child will never be photographed when their nappy or clothes are being changed.
* Photographs will only be stored on the nurseries computers and can be inspected by management at any time.
* Photographs will normally not be kept for more than one year after the child has left Tots 2 Toddlers.
* Parents will be asked to read and sign the GDPR form to give the nursery permission to take photos of their child.
* If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |