

# **Digital Photography policy**

## **Statement of intent**

It is our intention to ensure that our children are kept from any unwanted attention following the use of photographs.

## **Aim**

We will not use images of children and young people on our website and publications and will take appropriate steps to reduce potential misuse of photographs and video images.

## **Methods**

- we always ask parents and carers to give permission for their child to be photographed whilst in the care of the setting.
- Photography and recording should only take place in designated and supervised areas.
- We will follow the photo request as stated on the registration form.
- We will advise parents and gain consent if media coverage is expected and ensure all children are appropriately dressed and suitably supervised.
- When our official photographer takes portraits/photographs of individual children and/or groups. a member of staff is observing the whole process at all times The validity of the photographer is well known to the setting.
- We will discourage children from taking inappropriate photographs of each other.
- We will not use full names on photographs even after parental permission has been gained.
- Staff are not permitted to use their personal phones to take photographs.