

Thorpe Willoughby Childcare Centre

Photograph Policy



Purpose of Policy

From time to time Thorpe Willoughby Childcare Centre may wish to take photographs of the children for display and Tapestry.

This policy states the circumstances when photographs will be taken, who will take the photographs and who will have access to these photos.

Who is Responsible?

It is the responsibility of the Management to ensure that permission is granted for Thorpe Willoughby Childcare Centre to take photos of the children.

All parents are required to grant permission for this and permission forms are available in all registration 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.

How will the policy be implemented?

Thorpe Willoughby Childcare Centre will only take photographs of children whose parents have given permission

A camera is available within the setting and this camera will be the only one which is used when taking photographs of children, we also have tablets for use with Tapestry to upload photographs for recording development.

Members of staff will not be allowed to take photographs of children using their own cameras.

Development of photographs

Digital photography will be printed using the computer at Thorpe Willoughby Childcare Centre.

Only a member of staff will take photographs.

Photographs will not be available for parents or staff to take home.

Photographs will only be available on personal parent accounts on Tapestry.

The use of Camera Phones is not permitted by staff or children at Thorpe Willoughby Childcare Centre

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