



Sandbank Nursery School and Playcare Project Guidelines on the use of Photography

Photographs form a key method of recording children's learning at Sandbank. They can provide a vivid picture of children's experiences here and so are invaluable for giving parents and carers an understanding of their children's time here.

However it is important that staff adhere to strict safe practices in order to ensure that children's safety is maintained and that G.D.P.R. is complied with.

- On induction, parents / carers will be asked to sign a permission slip with regard to the use of photographs at Sandbank. Staff will be informed of the names of children who should not appear on the website or in other public places.
- Staff should use only Sandbank ipads to take photographs.
- Electronic photographs should be stored on the Sandbank shared drive where necessary, but are kept securely on individual groups Ipad .
- Staff should be careful to ensure that the content of photographs does not infringe the children's privacy (for example, during swimming sessions).
- Only Sandbank staff will take photographs of the children.
- Photographs will be deleted from the shared drive and other electronic storage within 12 months of a child leaving Sandbank.

In order to safeguard the children, the taking of photographs by parents and carers at such events as End of term productions will not be permitted.

Visitors will not be permitted to access their mobile phones when on the premises (see Policy on the Use of Mobile phones).

Reviewed: March 2021

Next review date: January 2023

Passed by: _____

Date: _____