

## Nursery Photograph Policies and Procedures – specific to children

### Photographs

All children attending Sunnybank, will at some point be photographed by the staff. This will only be done for the recording of Nursery activities and events and only carried out with permission from the parents.

Photographs may be displayed in areas throughout the Nursery premises and parents must be made aware of this when completing the permissions form.

There will also be two official photograph days per year, where a professional photographer will be contracted by the Nursery, to take portrait photographs of the children. Permission for this will be sought from the parents beforehand.

Regarding photographs on the nurseries website, a separate permission form is completed by the parents when they start the nursery. This permission form states the parents' wishes regarding uploading of photographs onto the website.

Please also see the nurseries Mobile Phone Policy for Camera use.

### PERMISSION FORM CONTINUED.....

We take many photographs of the children, especially at special events. We feel that it would be nice as parents/carers to be able see these pictures, especially after events. Therefore, with permission, we will upload photographs onto our website for your viewing.

The photographs will only be uploaded to the Parents Zone (unless you agree otherwise). The Parent Zone is password protected, so that only parents/carers are able to view them. We will only upload photographs of children whom we have permission to. If you do not wish for your child's photograph's to be uploaded onto the website this is fine, just notify us on the below form.

do not wish for Sunnybank Nursery to upload photograph's of my child .....(child's full name)..... onto any section of their website

Parents name:..... Parents signature:.....

Date:.....

give permission for Sunnybank Nursery to upload photograph's of my child .....(child's full name)..... onto the Parent Zone section of their website. This section is password protected so that only parents/carers can view.

Parents name:..... Parents signature:.....

Date:.....

give permission for Sunnybank Nursery to upload photograph's of my child .....(child's full name)..... onto any section of their website. These sections can be viewed by everyone and may be used as promotional material.

Parents name:..... Parents signature:.....

Date:.....

give permission for Sunnybank Nursery to upload photograph's of my child .....(child's full name)..... onto the closed group section of their Facebook page. This section is protected so that only parents/carers can view.

Parents name:..... Parents signature:.....

Date:.....