

St James Pre-School Photograph Policy



Dear Parent/Guardian(s),

Under the Data Protection Act 1998 parental consent is required to take photographs or videos of your child/children.

Our normal practice is to take photographs of the children at play during session time for use in their Foundation Stage Profile document. They may be used also for displays in Pre-school and to add to our collection of photographs depicting the life and history of the setting. The digital copies are stored in a locked cupboard in Pre-school and they will be deleted in July each year.

On walks and outings staff take photographs to remember the occasion and accompanying parents may take photographs as well.

At the annual Christmas Nativity Play parents like to take photographs of their own child and the rest of the cast. It is recognised that parents may use a camera or a record videos on this occasion. For health and safety reasons we ask you not to use flash. It can also be very distracting for the children, for whom this is a very new experience.

Occasionally the local press may come to take photographs for publication.

It is important that photographs taken by parents that contain children other than your own do **NOT** appear on any social network i.e. Facebook, Instagram etc.

Finally, our staff members occasionally need to take home the files relating to the children for whom they are key workers in order to update them. As these files are protected under the Data Protection Act we ask that you give your consent overleaf in order that our reliable staff can carry out this work.

Could you please complete the Consent Form attached and return it to Pre-School as soon as possible.

Thank you.

Yours sincerely,

Nicola Tivey

On behalf of the St James' Pre-School Committee

**St James Pre-School
Photograph Consent Form**



Consent Form - Photographs

*I / We give consent for photographs of my / our child / children to be taken during pre-school sessions.

*I / We give consent for photographs of my / our child / children to be used in displays in pre-school.

*I / We give consent for other parents to take photographs of my / our child / children on walks, outings and seasonal plays.

*I / We give consent for photographs to be taken of my / our child / children to be taken by members of the press for possible publication.

*I / We agree that any photographs taken by family members will NOT be posted on any social network sites.

*I / We agree that the records relating to my / our child / children may be taken home by their Key Worker to bring these records up to date.

Name of child / children

Parent/Guardian(s) Signature

Date

*delete as necessary

This policy was adopted by St James Church Preschool *(name of provider)*

On _____ *(date)*

Date last updated _____ *(date)*

Date last reviewed December 2020 *(date)*

Date to be reviewed December 2021 *(date)*

Signed on behalf of the
provider



Name of signatory

Nicola Tivey

Role of signatory

Chair