

### Photography Policy

Issue Number	Reason for Issue	Issued by	Date
1	New document	CJ Silverlock	11-12-09

#### Rationale

At Sunshine Nursery we recognise we recognise that the child's welfare must be paramount at all times. Therefore this policy has been written to ensure that all staff and children are protected at all times.

#### Mobile Phones

Staff members are provided with Lockers or a space to place there personal belongings. All mobile phones should be placed in these designated places unless the staff member is on a break and takes the phone away from the children to the staff room. The only exception to this is if there is an emergency and it has been cleared with the manager. No member of staff is permitted to take photos of children on the phones in the setting or when on an outing.

#### Cameras

Photographs of children must only be taken on the nursery camera with the parents written permission which is gained on admission to the nursery. Photographs and used for children's records and for display purposes only. Separate written permission will be gained for any other reasons. All photographs are printed on site using the nursery computer and printer, Photographs are never printed through an outside company.

#### Storage

All photographs are stored on the computer in files which must be named and dated. At the end of each year all photographs are downloaded onto disks and labelled appropriately. These disks are the stored in the office file marked 'photographs' and will be destroyed after 5 years. At the end of each day photographs are displayed on the units photo boards and each camera is stored in its own unit.