Privett Montessori
NURSERY SCHOOL

1.7 Photographic image

Policy Statement

At Privett Montessori Nursery School we use photographs (and occasionally video) to record our children's progress and development. We also use photographs for publicity and promotion. This Policy details the procedures that are in place to safeguard children and adults and to ensure that images are not misused. We might also use a video camera to record special events, such as Christmas Shows, Games Day or Concerts.

Typical Uses of Photographs or videos are normally taken and used for the following purposes:

- Displays of the children's work and activities
- Personal records of achievement for each child
- Nursery School website.
- Facebook Page
- Teaching

Photographs and videos are usually only taken by Nursery School staff using the school camera or video recorder. Parents are only permitted to take photographs or videos during special events and providing there is no objection from any parent. Photographs are stored on Veronica's Nursery manager computer and are password protected. Other members of staff do not store any photographs of the children taken at nursery or during off-site visits.

Consent Children are only photographed or filmed with the consent of their parents. Written permission is obtained when a child joins the Nursery School. Parents' wishes for the level of consent is noted for each child. The Nursery School Manager is responsible for ensuring that staff are aware of any children who may not be photographed or where there is limited consent. Children featured on the website or other publicity will not be named. Photographs that might cause distress, upset or embarrassment will not be taken deliberately and any that might cause this will be deleted immediately.

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	No changes, part of annual review
23/01/2026	Veronica van Ingen	No changes