

Policies and Procedures: Photography.

To take photographs of your child(ren) I will either use a camera, tablet or a mobile phone. Each of these are my personal items. They will be password protected where possible.

I will take photos for observations on my phone/tablet.

I will take photos to put up displays within my home and in the Barn. These will be for a childminding purpose only but will not be taken down for times I am not working.

I will sometimes post photos on the EllyTotts Facebook page, with consent given on the registration forms. If consent is not given your children may still be in the photo, just via the back of their head or with an emoticon covering their face. If you ever see a photo on Facebook that you would like removing, please let us know and we will do so immediately.

If I require photos for publicity/media I will send out a separate permission form confirming what the photo is of, what it will be used for and who will be able to view it. I will not take any further steps until I have specific permission.

Only myself and other employees, will be allowed to take photos in the setting. Visitors, parents and children using personal devices will not be allowed to take photos.

I will store all photos on a dedicated, password protected hard drive/laptop.

First Written: 1st August 2014 Last Updated: 28th September 2018 Signed:

Date Reviewed	Signed