



LITTLE ACORNS PRE-SCHOOL

POLICIES

USE OF IMAGES OF CHILDREN

**AIMS:**

Little Acorns recognises the importance of a policy on the use of images of children. We aim to protect the safety and welfare of all children when taking photos or images of them, while respecting their parent's wishes.

**METHODS:**

All parents/carers are asked to sign a document on registration stating specifically their permission or not for their child's image to be used in personal learning journeys, various publications and publicity materials, including the pre-school web-site.

Parents/carers and family members who take images at Little Acorns events will be informed by the Little Acorns Manager if there are any children who must not be included.

Any images taken by staff for personal use e.g. for individual study, must be with the express permission of the parent/carer and with the knowledge of the Little Acorns Manager.

Parents are free to take photographs and videos of the children so long as it is for personal use only, and should not be posted on social networking sites.

This policy also applies to children taking images of each other

Staff are not permitted to have personal mobile phones on their person when working and are not permitted to take photos of the children on their personal mobile phones. Mobile phones can be accessed at lunch-time in the office.

In the instance of an emergency, Little Acorns landline phone can receive and be used to make calls.

Signed.....

06.01.17

Review Date: January 2019