



Play in Ltd

Photograph Policy

Photographs will only be taken of children with their parents/carers permission. This permission will be obtained from the **Photo Permission Form** which all parents must fill out as part of the initial Admissions Pack when their child starts at the club. Only the club camera will be used to take photographs of children at the Club, except with the express permission of the Manager. Neither staff nor children may use their own mobile phones or cameras to take photographs of children whilst at the Club.

Any photographs taken of children whilst at the club (with their parents/carers consent) will only ever be used in a professional context, and parents/carers will have full access to these images upon request.

On the rare occasion that we would have a professional photographer or company at the club to take photographs (for example for publicity or marketing purposes) we may ask Parents/carers to sign an extra photo permission form on the day.

Any photographs taken of children whilst at the club are either deleted straight after use or stored on Play in Ltd's private, password secured data storage system.

This policy was adopted by: Play in Ltd	Date: Jan 2020
To be reviewed: Jan 2021	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]* *Working Together to Safeguard Children 2018.*