**Statement of Intent:**

Your child’s privacy is always treated with the utmost respect and safeguarding is always a priority

At Ladybirds Parkside we take photographs of the children regularly, and it is important that you know how these images are stored and used for.

Images are used for the following purposes;

* Learning stories and on-line Learning Journals (Tapestry)
* Display boards - There are permanent display boards on the walls which will be locked at the end of the preschool session and therefore will not be visible out of operational hours.
* Photo books to show events/activities that have taken place (i.e. Library Trips, Red Nose day)
* Images are used only within Pre-school and never used on hand-outs/advertising unless specific consent has been given

All photo display boards are destroyed at the end of the year and renewed with new children

Images are taken on the Pre-school camera that is locked in the office each night. Electronic images of children on tablets/ipads are immediately stored on to each child’s secure Tapestry account and removed from the tablet/ipad gallery.

Images are downloaded onto the pre-school laptop into a photo folder whilst waiting to be printed.

The images are deleted from the camera once downloaded on to the laptop and are permanently deleted from the laptop once the child has left the setting.

The manager does regular checks to ensure that images have been deleted where appropriate.

Parents give explicit permission for their child to be included in group photos with one or more other children.

Visitors to the pre-school have to sign into the ‘Visitors Book’, IDs are checked before entry. All mobile phones are put securely into the office, so they are not used by visitors in the presence of children.

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| Date reviewed | March 2019 |  |
| Sep 17 |  |  |
| Feb 18 |  |  |