



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

Games consoles/cameras or other devices with cameras fitted.

Devices will be handed to a member of staff and signed into Isleham Pre-School.

Only photographs with the Pre-School digital camera taken by staff will be allowed within the Isleham Pre-School.

Images taken and stored on the camera will be downloaded as soon as possible. Where possible, images will be downloaded on the setting's premises. Where this is not possible, images may be downloaded off site, but will be erased from any personal computer once the images have been printed.

Cameras will not be taken into the bathroom or toilet area without prior consultation with the Manager. If photographs are required, eg of children washing their hands permission must be sought from the Manager, and staff must be supervised while carrying out this kind of activity. At all times, the camera must be in a prominent position where it can be seen.

Cameras and memory cards will be locked away in a secure place at the end of every session.

Photographs will only be displayed within the setting or group photos with parental permission will be allowed to be used for advertisements or on the Pre-School website. When the Pre-School photographs are taken by an outside photographer he will be supervised at all times and will sign to say no photographs will be used other than for the purpose of printing for the parents.

Failure to adhere the contents of this policy will lead to disciplinary procedures being followed.

The policy was adopted at a meeting of the Pre-School held 17.07.2012

Email: islehampreschool@btconnect.com

Telephone: 01638781212 Mobile: 07849758639 Registered Charity Number: 294978