

Photography Policy

As part of our setting we like to take photographs of the children taking part in activities. This allows us to provide evidence for the children's development files and also allows you to see what your children get involved in.

We also have our own facebook page where we like to let parents know what is going on in the setting and what the children have been up to. Some photos may include children's faces and consent is sought for this on the application form.

Local papers also come into Pathways for advertising purposes, for all of this we need to obtain the parents permission.

We use some photos to make displays about what we do at Pathways, especially on special occasions like our fun day. These may be kept in a file after your child leaves Pathways. These are only used within Pathways and allows Ofsted to see all the activities we provide here.

For any parents who do not wish their child's photograph to be taken we will respect their wishes and ensure that this does not happen.

Digital cameras used by Pathways are only used by Pathways staff and have their own memory cards. These are not given to any outside companies to print and are printed at Pathways.

We would not under any circumstances take pictures of any existing injuries the children come into Pathways with.

All photographs will be taken and used following the guidance of the new General Data Protection Regulation.

Lost Child

Children's safety is our highest priority, both on and off the premises. Every attempt is made, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing within or from Pathways the following procedure will immediately be followed:

- Establish where the child should be within the nursery; check the registers and the diary.
- Notify management.
- Member(s) of staff will do a thorough search of the premises and playgrounds.
- The register is checked to ensure no other child has gone missing.
- Keep all children and staff calm.
- If not found phone 999 and inform the parent.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The manager talks to staff to find out when and where the child was last seen and records this.
- Notify the school and ask for help.
- Once found record the incident and check the risk assessments, amend if needed. Investigation carried out.
- Continue the search whilst awaiting further instructions.
- The manager/deputy will await instructions from the police.
- The chair of trustees will be notified
- OFSTED will be informed.