



## **Photographic Consent**

There are sometime occasions when our setting wishes to take photographs or make video recordings of children. Sometimes this is for strictly educational purposes and on other occasions, it may be for other purposes ancillary to the running of the setting (e.g. taking photographs for use in our prospectus or to go on the school website). Similarly, there are occasions when the local press visit to record particular events (e.g. productions or fund raising events) and they may wish to publish photographs of children in newspapers or use recordings of the children on television when reporting these events.

In order to comply with the Data Protection Act 2998, Warbstow Nursery needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities. We should therefore be grateful if you could answer the following questions, sign and date the form and return it to us as soon as possible.

Name of Child: .....

1. I agree/do not agree that Warbstow Nursery can take photographs of my child which may be used in the settings literature (e.g. newsletters, prospectus and other promotional materials, etc)
2. I agree/do not agree that Warbstow Nursery can use images of my child on its website. (Please note the website can be viewed across the world.)
3. I agree/do not agree that Warbstow Nursery can use images of my child in video recordings to promote the setting.
4. I agree/do not agree that Warbstow Nursery can take photographs and make video recordings of my child for the setting's own records, archives and future interest. (e.g. photographs of activities).
5. I agree/do not agree for other children at Warbstow Nursery to take images of my child under adult supervision.
6. I agree/do not agree that my child can appear in video recordings or in collections of photographs stored on CD Rom which the setting may make of events and which it may sell to parents of children at the setting to raise funds for the benefit of the setting.
7. I agree/do not agree for the press to take and use images of my child.
8. I agree/do not agree for Warbstow Nursery to use the first name/first and surname (delete as appropriate) of my child for publishing with the child's photograph in the setting.
9. I agree/do not agree for Warbstow Nursery to give the press the first name/ first and surname (delete as appropriate) of my child for publishing with the child's photograph in a newspaper or for captioning on television.

10. I agree/do not agree for Warbstow Nursery to use images of my child, for use in the setting such as display pictures, or for publishing's relevant to the Nursery (i.e. our prospectus) once my child has left the setting.

I have read and understood the conditions of consent on the back of this Form:

**SIGNED:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

### **Conditions of Consent**

1. The information which you provide on this Consent Form is valid from the time when Warbstow Nursery receives this form, until the time that your child leaves the setting. If any circumstances change, or you change your mind about any issues addressed in the form, please let a staff member at Warbstow Nursery know immediately.
2. Warbstow Nursery will not use any images of a child once that child has left the setting without obtaining the parents' specific consent.
3. Warbstow Nursery will not itself publish full names of pupils with any images of children without consent from parents.
4. If a pupil is named in any text which Warbstow Nursery publishes, a photograph will not be included with the text, unless this is the wish of the pupil and parents and they give written consent.
5. Warbstow Nursery will generally avoid publishing close up or individual photographs of pupils. Our preference is to publish group images of pupils.
6. Warbstow Nursery will only use images of pupils who are appropriately dressed.
7. Warbstow Nursery will not pass to the press the names of any pupils appearing in photographs or recordings which the press wish to publish or broadcast, unless a parent has consented to this.
8. If a parent agrees that the media can take and use images of their child they should note that the media's use of images of children is governed separately by the Data Protection Act, other legislation and industry codes of practice.
9. Staff at Warbstow Nursery are not permitted to take any images of pupils on their own personal cameras or camera phones. Camera phones are to be kept in staff members bags and only used to make emergency calls, outside the setting if absolutely necessary.
10. Staff at Warbstow Nursery ensure that all images taken of children are of an appropriate nature for the child's age.

### **Visit Permission**

I give my permission for my child \_\_\_\_\_ to be taken out of school during school hours for the following reasons:

- Nature visits and walks around Warbstow and the surrounding fields.
- Visiting the Bury.
- Visiting the local church or chapel.
- Walks around the village for the purpose of delivering information regarding the school to the local community.

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

### **Pet Handling**

I give permission for my child \_\_\_\_\_ to handle the Nursery pet (African Land Snail) and animals who visit our setting.

Pre-school will:-

- Place a poster on the front door informing parents about any pets or animals who will be visiting the setting.
- Ensure hand washing with antibacterial soap takes place after each handling session.
- Work with parents and children around any queries or concerns which arise.

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

### **Mission Statement**

Parents are the child's first and most enduring educators. At Warbstow Nursery we aim to work together with parents as partners to have a positive impact on every child's development and learning.

Please sign below to confirm you are happy for your child/children to attend Warbstow Nursery and agree to work together with the staff to become partners in your child's education.

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

## **Parent / Carer E-Safety / Social Media Agreement**

The Headteacher, staff and Governors have agreed an approach to the use of Social Networking sites that include items below. We are now inviting parents to join us in setting a good example for our children.

All parents are invited to join staff in setting a good example for our children by:

- Demonstrating courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites
- Using appropriate language when discussing school
- Addressing any issue or concerns regarding school, directly with the Headteacher, member of staff or Governors.

All parents are invited to join staff in setting a good example for our children by not:

- Using social networking sites to make derogatory comments or posting photographs which could bring staff, or the school, into disrepute, including making comments about pupils, parents, staff members, the senior leadership team, governors, or local authority
- Posting photographs of other people's children on social networking sites without their permission

Our promise to school is:

- We will meet with you and use the Governing Bodies policies and procedures to resolve conflict
- We will work hard to resolve any concerns in the best interest of the whole community
- We will act in the best interest of the whole community and honour our duty of care to our children
- We will never conduct school business through social network sites

**Parent / Carer Permission Form**

Parent / Carers Name: \_\_\_\_\_

Student / Pupil Name: \_\_\_\_\_

As the parent / carer of the above *pupils*, I give permission for my son / daughter to have access to ICT systems at Nursery.

I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Settling Into Nursery Policy**

We want children to feel safe, stimulated and happy in Nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners in Nursery.

### **AIM**

We aim to make the Nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### **METHODS**

- Before a child starts to attend the Nursery we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about Nursery activities and individual meetings with parents.
- During the half term before a child is enrolled we provide opportunities for the child and his/her parents to visit Nursery.
- When a child starts to attend we work with his/her parents to decide on the best way to help their child settle into Nursery.
- We use pre-start visits and the first session at which a child attends to explain and complete all the necessary paperwork and child's registration records.

## **Admissions Policy**

### **Statement of Intent**

It is our intention to make our Nursery accessible to children and families from all section of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim we operate the following admissions policy:

- We ensure that the existence of a Nursery is advertised in the local papers accessible to all sections of the community
- We ensure that information about Nursery is accessible in written and spoken form
- In the event of our Nursery having a waiting list, we would arrange a list in birth order. In addition our policy make take into account both the vicinity of the home to the Nursery and whether any siblings are already attending the Nursery.
- We describe our Nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders
- We describe our Nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English
- We describe our Nursery and its practices in terms of how it enables children with disabilities to take part in the life of the Nursery.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- We make our equal opportunities policy widely known
- We are flexible about attendance patterns to accommodate the needs of individual children and families