**Safer Images Checklist Form**

* We will try not to use close-up pictures of individual children and use group activities.
* We will consider the use of drawings of children or staff or items made by the children, as opposed to photographs, as a means of exemplifying good work or publicising Brambles Childcare Centre.
* We will always ensure that children are dressed appropriately.
* We will inform you and get your permission if a photograph or video is to be retained for further use and, if so, what.
* When the children attend Specific events e.g. (various outings in the local community or further afield) we often take photographs/videos, before the event takes place we will write to inform you of this and seek your permission by completing a Photography and Media for a Specific Event Consent Form.
* All photographs/videos are stored securely and they are only accessed and/or used by those with authority to do so.
* All the children have their own folder along with Tapestry where all of their images/videos are filed. When your child leaves for School or another provider all of their images/videos are downloaded onto their own disc, this will be given to you the parent/carer.
* Generally, it is not appropriate to amend or manipulate images (exceptions may be where a badge has been removed or brushed to protect identity or where an image needs to be ‘cropped’ to fit).

***Brambles Childcare Centre works in Partnership with Northumberland County Council and we follow the LSCB guidance to ensure we are safeguarding your children, yourselves, families and our staff team.***