



Angels on The Park

Photographer Visit Procedure

Aim

Angels on The Park organises termly photographer visits.

On each visit, the photographer will take photos of the child, with siblings or other family members if appropriate). These photographs are then made available for families to purchase.

Method

1. Photography Company

- 1.1. We are working with Tempest Photography.
- 1.2. Tempest Photography are a company that only take photos of children in schools and Nurseries.
- 1.3. Their website can be found here:

<https://www.htempest.co.uk/>

2. Organisation

- 2.1. The Nursery will arrange for Tempest Photographer to visit twice a year, usually close to a celebration, such as Easter or Christmas.
- 2.2. The photography session will be arranged for the Nursery's most busy day.
- 2.3. A letter will be written to families at least four weeks before, informing them of the session, of relevant information and requesting permission for their child to participate.
- 2.4. Children who do not attend on the photography day can be brought into the Nursery by their parent or carer to have their photograph taken. If this happens, the Nursery will ensure that the length of time that the child is waiting with their parent or carer is as short as possible and families are reminded that children must remain in the care of their parent or carer at all times whilst on the premises.

3. Permission

- 3.1. We request prior written permission for the photographer to take photographs of children.
- 3.2. This is sought in the information letter send prior to the photographer visit.
- 3.3. Only children for whom permission is given will have their photograph taken.
- 3.4. A list of children with permission will be provided to Coordinators prior to the visit.



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4. Photo Day Organisation

- 4.1. The photographs will be taken in a room that has been deemed as suitable for the session by the Manager.
- 4.2. The photographer will arrive at around 8.00 am.
- 4.3. The photographer will be given time to set up in the area that the photographs are to be taken in.
- 4.4. Photographs start to be taken at proximately 9.00 am.
- 4.5. The youngest children will have their photographs taken first and then older children will follow.
- 4.6. If there is to be a break for lunch and rest time, this will be organised by the Manager with the photographer on the day.
- 4.7. The photographer will never be alone with the children and staff will always remain with the children at all times.
- 4.8. Staff must ensure that ratios are maintained at all times.
- 4.9. Staff will ensure that children are clean and presentable and will change their clothes if others have been provided and if there is enough time to do so.

5. Safety

- 5.1. The photographer will not be permitted into any child's base room, unless a base room is being used to take photographs in and therefore not in use.
- 5.2. The photographer will not be permitted into the children's bathroom or into changing areas.
- 5.3. The photographer will be supervised by a member of staff at all times.
- 5.4. A risk assessment will be written/reviewed and shared with the staff team and with families prior to the photography day.

6. Proofs and Purchase

- 6.1. Tempest Photography will leave photo proofs with the Nursery after the visit.
- 6.2. These will be given to families.
- 6.3. Directions on how to place orders will be included with the proofs.
- 6.4. Photographer packs can either be sent to the family's home address or returned to the Nursery.
- 6.5. Orders usually arrive within two weeks of being placed.



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6.6. The Nursery is not able to discuss orders with families and direct contact should be made to Tempest Photography.

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