

1. The photographer will provide Official Photo ID such as a current passport or driving licence to confirm their identity.
2. A 10’ x 10’ space is required for the mobile studio. The space will be cleared and available prior to the arrival of the photographer.
3. The photographer will comply with all communicated instructions and restrictions in their clients’ nurseries and schools.
4. On no occasion will the photographer have sole access to children.
5. The photographer will treat all young people equally, and with respect and dignity.
6. The photographer will always put the welfare of each young person first, before the achievement of business goals.
7. Physical contact should be avoided. Verbal instructions will be used to position a young person for suitable photographs to be taken. If the child requires further assistance, this will be requested from the appropriate teacher, parent or carer present.
8. For nursery settings, shoes and socks are to be removed by the teacher, parent or carer.
9. On no occasion will the photographer take pictures outside of the establishment unless accompanied by the parent, teacher or carer.
10. All photographs of children taken within nurseries and schools loaded onto the Olive Tree Photography website and Parents Log In Area, will be secured by a unique security code, and will be right click protected against unauthorised copying. (Any images seen within the open areas of this site of children, are only available to view by the express documented permission of the parents of those children.)
11. All nursery and schools images are deleted from Olive Tree Photography after 3 months of the date taken.
12. The company shall not sell, trade or give any image taken within a nursery or school to the national, local or international press of any description or any organisation, other than to the school or nursery itself.
13. If requested by a parent, teacher, carer, or child not to take a photograph, this shall be fully complied with and all relevant pictures shall immediately be deleted from the camera.
14. If a parent, teacher, carer, or child request that any of their own images be removed from the Olive Tree Photography website, their request shall be complied with.
15. All nursery and schools images are right click disabled to prevent unauthorised copying and/or image manipulation.
16. Under no circumstance is a password or picture ID to be given out via the telephone or email to a parent by Olive Tree Photography, as it would be impossible for the company to determine their true identity. Lost Passwords/ID Numbers will only be passed to the official nursery or school contact.
17. Olive Tree Photography will do everything in its power to ensure a safe environment for all parties concerned, and the guidelines within this Child Protection Policy are subject to addition and change, to ensure best practice and assurance to parents, teachers, and carers.

**info@olivetreephotography.co.uk**

[**www.olivetreephotography.co.uk**](http://www.olivetreephotography.co.uk)

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