



## Website Content Policy

### **Purpose:**

The Pre-school website is designed to serve a variety of purposes:

- To provide up-to-date information for Parent/Carers
- To provide information for prospective Parent/Carers and to promote the Pre-school

### **Use of Images:**

The safety of children at St. Mark's Pre-school is paramount. For this reason the following guidelines will be adhered to in relation to the use of images and photographs on the website:

- Parent/Carer permission will be obtained before any images of children are published on the website.
- Parent/Carers will be sent a copy of this policy document with the consent form.
- Wherever possible group photographs will be taken rather than individual ones.
- Full names of children will not be published next to photographs.
- Filenames used in the website will not include references to the names of the children included in them.

### **Other Security Aspects:**

- The content of the website will only be added and amended by the webmaster under the instruction of the Pre-school.
- Individual email addresses of staff and children will not be added. This will ensure that no visitors to the Pre-school website will be able to contact a child or member of staff directly.
- Examples of work will only include the child's first name to reduce the ability of a website visitor identifying a particular individual.

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

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

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