

Photography Policy

NQS

QA4	4.2.1	Professional standards guide practice, interactions and relationships.
QA5	5.2.3	The dignity and the rights of every child are maintained at all times

EYLF

LO1	1.1	Children feel safe, secure, and supported
-----	-----	---

Aim

Before we take and distribute photographs of children using the Service we will obtain appropriate authorisations from parents to ensure the privacy of children and families is respected.

Related Policies

Enrolment Policy
Privacy and Confidentiality Policy
Social Media Policy

Implementation

The Nominated / Certified Supervisor will ensure:

- Our photography and parental consent is included in our family enrolment form. Photographs taken by educators and staff members at the Service are being used to support the curriculum and the KidsXap online program.
- Authorisation is obtained in relation to the taking of photographs by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements .
- Written consent is obtained from parents about the posting of any photographs on the Service's social media account or a related social media account with which the Service has a professional relationship. Service photographs of children will not be posted on any social media forum if parental consent to this has not been obtained. Refer to Social Media Policy for more information.
- Written consent is obtained from parents before any photographs of their child are used to publicise the Service, or to support any research projects or study placements. Consent will be

obtained for example, before any photographs are posted on the Service's website or included in brochures or media articles.

- parents/families are notified about the presence of school photographers, researchers and students on practicum placements before they take any photographs of the children.
- parents' wishes in relation to the taking of photographs of their children will be respected at all times and educators and staff do not photograph children where parents have not authorised the taking of photographs. This may require the child to be removed from group situations where photos will be taken.
- written authorisations obtained from parents include advice that parents may withdraw their consent to take photographs of their children at any time by advising the Nominated Supervisor in writing.

The Approved Provider or Nominated Supervisor will advise parents and families that:

- they may only photograph their own child at the Service unless given permission by another child's parent.
- we do not condone the display of photographs taken of children from other families on the Internet.
- where parents have given permission for their child to be photographed by anyone other than a staff member or educator, the Service does not accept responsibility for the distribution or use of any photograph taken by the individual.

Educators and students must not use their own phone, tablet, laptop etc to take photos/videos of children.

If taking photographs/videos using service tablets /cameras they will:

- only take photographs/videos of children whose parents/guardians have authorised the taking of photographs/videos
- remove children from group photo/video situations if parents/guardians haven't authorised the taking of photographs/videos
- only post photographs/videos of children on social media, Apps or to the service website etc if parents/guardians have authorised this
- ensure children are clothed appropriately before taking photographs/videos.

Service cameras will never be taken home by employees or volunteers, and will be stored in a secure location which is approved by the Nominated Supervisor when not in use. Educators must be authorised by the Nominated Supervisor to share photos/videos online or directly with families. Educators must never download photos/videos to a personal device or take steps which allow them to access the photos/videos from their own personal device.

Parents/guardians and families:

- may only photograph/video their own child at the Service unless given permission by another child's parent/guardian
- must not share photos/videos of their children at the service, electronically or in hard copy, or post any of these photos/videos on social media platforms or Apps, if the photo/video also includes another child/children or an educator, unless they have the families' or educator's express consent.

During service events attended by families involving a large number of children (e.g. concerts) the Nominated Supervisor may ask families before the event if there's anyone who objects to their child being photographed or videoed by the service or other families.

Sources

National Quality Standard

Early Years Learning Framework

Review

The policy will be reviewed annually by:

- Management, Employees, Families and Interested Parties

Reviewed: August 2015; Sept 2016; Oct 2017; November 2018; November 2019; May 2019.

Reviewed : January 2020

Date for next review ; January 2021

