

Photograph Policy

Children deserve to be protected from the misuse of photographic and video images whilst at the Service. Our Service will use photographs of children to support their learning and record individual developmental progress.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

| | |
|-----|-------------------------|
| 2.3 | Each Child is protected |
|-----|-------------------------|

Quality Area 4: Staffing Arrangements

| | |
|-------|---|
| 4.2.1 | Professional standards guide practice, interactions and relationships |
|-------|---|

Quality Area 5: Relationships with Children

| | |
|-------|---|
| 5.2.3 | The dignity and the rights of every child are maintained at all times |
|-------|---|

Education and Care Services National Regulations

Children (Education and Care Services) National Law

| | |
|-----|--|
| 181 | Confidentiality of records kept by approved provider |
|-----|--|

| | |
|---------|--|
| 181-184 | Confidentiality and storage of records |
|---------|--|

PURPOSE

We aim to ensure the privacy of children and families are respected and maintained at times when Educators, Staff and students take photographs.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

The displaying of photos allows children to see themselves at play, are a topic of conversation for children and parents, allow families to see their child at play and convey the message to children that what they are doing is important. However we do respect the rights of all children and families to privacy.

To ensure we are maintaining children's safety and respecting their right to privacy we will see that:

- Every child in our care is protected from the exploitation of photographic and video images of themselves taken whilst they attend the Service.
- That photographs taken by Educators support the children's learning and record children's individual progress.
- Photographs recorded at the Service as part of a normal day are taken using a digital camera and are only taken by members of the staff team.
- Additional photographs or images will be taken of children as part of the work of the Service and may be taken by an outside photographer or other parents For example; during an end-of-year production or any other events the Service may have. In the case of outside agencies taking photographs for marketing purposes the Service will seek written parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will

Kekeco Childcare Pty. Ltd.

be deleted. Individual children will not be included if written permission is not given by the child's family

- Photographs/videos are taken to:
 - Support the learning of each child's individual record
 - Illustrate work on display around the Service's environment
- Parent's use of cameras/videos at the Service Families will be invited to record their child's inclusion in group events and celebrations through the use of photographs or video on the understanding that they will not publish any material on the internet as the Service has no control over these images once they are in the public domain.
- We will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities. At no time are staff permitted to bring in a camera from home.
- If families would prefer that their child is not photographed they are required to put this in writing to the Nominated Supervisor who will inform the relevant Educators. (**refer Photography Permission Forms**)
- Photos will be given to children and families of the Service. If parents/guardians prefer that photos including their child not be given out it is their responsibility to inform the Nominated Supervisor of the Service in writing or on the enrolment form.
- If Educators, students or volunteers are requested to use photographs or to take photos for assignments, family's permission in writing will be obtained before any photos are taken.
- Photos are used in each child's portfolios and may contain other children. Please ensure that if you do not want your child in these photos that you inform the Nominated Supervisor of the Service in writing or on the enrolment form.
- Video of the children will be taken occasionally for the children to be able to watch themselves at play. This video may be made available to all families. If you do not want your child to be in these videos please ensure that you put this in writing for the Nominated Supervisor or on the enrolment form.

Source

- Education and Care Services National Regulation
- National Quality Standards
- Child Protection Act

Review

| Policy Review Date |
|--------------------|
| November 2018 |