

# Photography Policy

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## NQS

QA4	4.2.2	Professional standards - Professional standards guide practice, interactions and relationships.
QA5	5.1.2	Dignity and rights of the child- The dignity and rights of every child are maintained.
QA6	6.1.2	Parent views are respected - The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.

## EYLF

LO1	1.1	Children feel safe, secure, and supported
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## Aim

To protect the safety, rights and privacy of children and educators when taking photographs and videos.

## Related Policies

Enrolment Policy

Privacy and Confidentiality Policy

Social Media Policy

## Implementation

To ensure the privacy and safety of children, all employees and volunteers will obtain authorisation from parents/guardians before taking any photographs/videos of children at the Service.

The Nominated Supervisor will ensure:

- our photography policy is discussed during a child's enrolment
- parents/guardians authorise in writing that photographs/videos of their child may be taken at the Service before any photographs/videos are taken
- the authorisation covers why the photographs/videos will be taken and how they will be used
- parents/guardians authorise who may take photographs/videos ie educators and staff members, school photographers, researchers and students on practicum placements
- parents/guardians consent before photographs/videos of their child are used to publicise the Service, or to support any research projects or study placements
- parents/guardians consent before service photographs/videos of children are posted on any Service's website, Apps, or included in brochures or media articles
- parents/guardians are notified about the presence of school photographers, researchers and students on practicum placements before they take any photographs/videos of children
- parents/guardians are aware the Service does not accept responsibility for the distribution or use of any photograph/video taken by anyone other than a staff member or educator

- all employees and volunteers are aware of children whose parents/guardians have not authorised the taking of photographs/videos and/or the use of those photographs/videos on social media, websites etc
- they consider privacy issues if sharing photographs/videos of children or educators on digital learning Apps including who may be able to access the photographs/videos
- authorisations include advice that parents/guardians may withdraw their authorisation to take photographs/videos of their children at any time by advising the Approved Provider or Nominated Supervisor in writing

**Educators must not use their own phone, tablet, laptop etc to take photos/videos of children.** If taking photographs/videos using service tablets or 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 have not authorised the taking of photographs/videos
- only post photographs/videos of children on Xap or to the service website etc if parents/guardians have authorised this
- ensure children are clothed appropriately before taking photographs/videos.

Service cameras including tablets 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.

The Nominated Supervisor and Educators will ensure that photographs/videos taken by employees or volunteers are stored securely in hard copy or digital form and cannot be used or reproduced by any unauthorised person. When used publicly the child will only be referred to by their first name and surname initial unless parents/guardians have authorised use of the child's full name.

Parents/guardians and families:

- 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 (eg concerts) the Nominated Supervisor may ask families before the event if there's anyone who objects to their child being photographed or videoed by another family.

## **Sources**

**National Quality Standard  
Early Years Learning Framework**

## **Review**

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: July 2022    Date for next review: October 2023**

## Photography Authorisation – Parent One

Please tick the relevant boxes

I consent to:

- my child being photographed/videoed by educators and staff members at the Service
- my child being photographed/videoed with other children by educators and staff members at the Service
- my child being photographed/videoed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements
- the photographs/videos taken by educators and staff members being used to support the curriculum
- the photographs/videos taken by educators and staff members being posted/uploaded to the **Service’s closed social media pages or Apps eg closed room groups which educators use to share information**
- the photographs/videos taken by researchers and students being used to support their research project or student placement. This may include publishing the photo/video in journal articles, reports or conference papers and assignments
- the photographs/videos taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs/videos **on a Service website, social media platform or a related social media account with which the Service has a professional relationship or including them in Service brochures and media articles.**

I understand that:

- I can withdraw my consent at any time by advising the Nominated Supervisor in writing
- I cannot photograph/video another child at the service unless given permission by that child’s parent/guardian
- I cannot share photos/videos of my child/children at the service, or post the photos/videos on a social media platform or App, if the photo/video also includes another child/children or an educator, unless I have the families’ or educator’s express consent
- the Service does not accept responsibility for the distribution or use of any photograph/video taken by any person who does not work or volunteer at the Service.

Child’s Full Name	
Parent One Name	
Parent One Signature	
Date	

## Photography Authorisation – Parent Two

Please tick the relevant boxes

I consent to:

- my child being photographed/videoed by educators and staff members at the Service
- my child being photographed/videoed with other children by educators and staff members at the Service
- my child being photographed/videoed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements
- the photographs/videos taken by educators and staff members being used to support the curriculum
- the photographs/videos taken by educators and staff members being posted/uploaded to the Service’s closed social media pages or Apps eg closed room groups which educators use to share information
- the photographs/videos taken by researchers and students being used to support their research project or student placement. This may include publishing the photo/video in journal articles, reports or conference papers and assignments
- the photographs/videos taken by educators and staff members being used to publicise the Service or to inform Service families about what is happening at the Service. This may include posting the photographs/videos on a Service website, social media platform or a related social media account with which the Service has a professional relationship or including them in Service brochures and media articles.

I understand that:

- I can withdraw my consent at any time by advising the Nominated Supervisor in writing
- I cannot photograph/video another child at the service unless given permission by that child’s parent/guardian
- I cannot share photos/videos of my child/children at the service, or post the photos/videos on a social media platform or App, if the photo/video also includes another child/children or an educator, unless I have the families’ or educator’s express consent
- the Service does not accept responsibility for the distribution or use of any photograph/video taken by any person who does not work or volunteer at the Service.

Child’s Full Name	
Parent Two Name	
Parent Two Signature	
Date	