

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

MTOP

LO1	1.1	Children feel safe, secure, and supported
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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 Approved Provider or Nominated Supervisor will ensure:

- our photography policy is discussed during a child’s enrolment at our service.
- parents authorise in writing the taking of photographs of their child at the Service before any photographs are taken.
- Authorisation is obtained in relation to the taking of photographs by educators and staff members at the Service, and other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements using the attached form.
- Written authorisations obtained from parents cover why the photographs will be taken and how they will be used.
- Express 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 authorisation 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.

Sources

National Quality Standard

My Time Our Place

Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

<u>Ratification Date</u> December 2019	<u>Review Date</u> Year 2020	<u>Version Number</u> 4	<u>Date Produced</u> October 2015
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RESPECT | INTEGRITY | SELF- RESILIENCE | EXCELLENCE

Child's Full Name	
Parent's Name	
Parent's Signature	
Date	

Please tick the relevant boxes

I consent to:

- my child being photographed by educators and staff members at the Service.
- my child being photographed by other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements.
- the photographs taken by educators and staff members being used to support the curriculum.
- the photographs 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 on our Service website or including them in Service brochures and media articles.
- the photographs taken by Researchers and students being used to support their research project or student placement. This may include publishing the photo in journal articles, reports or conference papers and assignments.

I understand I can withdraw my consent about the taking of photographs of my child at any time by advising the Nominated Supervisor in writing.