



# BLUE GUM

Early Learning & Child Care Centre

## 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 i.e. Educators and staff members, school photographers, and students on practicum placements

- Parents/guardians consent before photographs/videos of their child are used to support any study placements
- Parents/guardians consent before service photographs/videos of children are posted on STORYPARK APP
- Parents/guardians are notified about the presence of school photographers, 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 STORYPARK APP
- 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 nominated supervisor in writing

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

**The Nominated Supervisor can use their phone, in isolated instances, where it would be to put a parent's mind at ease (for example a bee sting). This must be with expressed permission from the parent. In all instances the photo will be deleted immediately.**

If taking photographs/videos using service smart phones/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 STORYPARK APP if parents/guardians have authorised this
- Ensure children are clothed appropriately before taking photographs/videos.

Service cameras and computers including iPads can, on occasion and with approval by the Nominated Supervisor/Director, can be taken home by employees only. In all instances they must be signed out, accounted for, and stored in a secure location when not in use. Employees will not share photos or give access of devices to other people. Educators must be authorised by the Nominated Supervisor/Director 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:

- 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 (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: January 2024**

**Date for next review: January 2025**