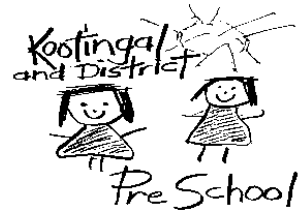


Quality Area 2: Children's Health and Safety

Photo Use



Introduction

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.

Kootingal & District Preschool is committed to creating and maintaining a child safe environment where children are safe and feel safe and their voices are heard about decisions that affect their lives. Child safety is embedded in our organisational leadership, governance, policies and procedures and culture. Children have the right to be protected from the misuse of photographic and video images whilst at the service. To ensure the privacy of children and families is respected, our service will only use photographs of children to support their learning and to record individual developmental progress with written authorisation from parents/guardians.

Goals – What are we going to do?

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves taken whilst they attend Kootingal and District Preschool.

We aim to ensure the collection and use of photographs or video of children complies with privacy laws and related legislation. We are committed to creating and maintaining a child safe environment by adhering to the National Principles for Child Safe Organisations.

Strategies – To achieve our goals

It is our policy to use photographs taken at Kootingal and District Preschool to support the children's learning and also to record children's individual progress. Photographs taken at our service as part of a normal day are taken using a tablet and are only taken by members of the staff team.

Additional photographs or images taken of children may be taken by an outside photographer if they are a registered business with a business registered device.

In the case of outside agencies taking photographs for marketing purposes, Kootingal and District Preschool 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 not be taken. 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
- Photographs may also be taken in the following ways:
 - Whenever possible, photos taken by outside agencies will be taken so that individual children are difficult to identify.

- The photo will be taken from a distance or from behind.
- At times, photos of children at the Service will be taken by an Educator to promote a particular event/activity.

The displaying of photos provides children and families with a sense of belonging. Photographs allow 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, it is fundamental to respect the rights of all children and families to privacy and ensure child safety is embedded in our policies and procedures. Our service follows the National Model Code and Guidelines for taking images or videos of children.

Breach of policy

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment. Staff members who engage in unauthorised disclosure of confidential or sensitive personal information including sharing of photographs or videos may face disciplinary action. Visitors or volunteers who fail to comply to this policy may face termination of their engagement.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider/ Nominated Supervisor	<ul style="list-style-type: none"> ➤ Ensuring the service maintains children’s safety and respects their right to privacy ➤ Staff are not permitted to bring in a camera/electronic device from home or use their personal mobile phone to take photographs, videos, or audio recordings of children whilst being educated and cared for ➤ Families provide written permission/consent for photographing or recording video of their child by the service ➤ Processes are in place to ensure families who speak languages other than English understand the requirements within this policy and the enrolment form ➤ Every child in our care is protected from any exploitation of photographic and video images of themselves taken whilst they attend the Service ➤ Children participate in decisions affecting them including permission to have photographs taken of them ➤ Families are informed of the intended use for images and/or videos, including social media or other purposes ➤ Ensure processes are in place to ensure families who speak languages other than English understand the requirements within this policy and the enrolment form ➤ Personal information about the child’s surname, age or any other information that reveals their identity is not published ➤ Ensure children participate in decisions affecting them including permission to have photographs taken of them ➤ Ensure families are informed of the intended use for images and/or videos, including social media or other purposes ➤ Ensure personal information about the child’s surname, age or any other information that reveals their identity is not published

- Ensure that photographs taken by educators support the children's learning and record children's individual progress
- Ensure every child in our care is protected from any 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 or service owned electronic device and are only taken by members of the staff team, or by practicum students with written parental permission
- That the Service seeks written permission from families for their child to be photographed when an outside photographer/agency is contracted to take photographs for marketing purposes or to take individual and group photos once a year. Only children who have written permission from their parent/guardian will be included in any photography
- That the Service notifies parents of the purpose of taking photographs such as use on the Service's website, advertising flyers/brochure, parent handbook and *Social Media* policy
- Parents are aware that photographs or images may be taken of their children by other parents at various times of the year (e.g., during an end-of-year production or other event). Should parents not want their child photographed at any time, they must provide written notification to the approved provider or nominated supervisor at time of enrolment or if their decision for consent changes
- A record of all children who are NOT to be photographed will be developed, maintained and shared with educators and staff, this record will remain private and confidential to staff only
- Children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities when an outside photographer/agency is engaged
- Create and maintain a record of all children who are NOT to be photographed, and share with educators and staff
- Parents/carers have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances
- Photographs, video or other recordings of children are securely stored and disposed of when the child is no longer enrolled at the Service
- Access to images and videos -both hard copy and digital files- is by authorised personnel only (See: Privacy and Confidentiality Policy)
- Photographs/videos are taken to:
 - support the individual learning of each child for their formal record
 - record children's work and activities within the service environment.
- Ensure the National Model Code guidelines are understood and adopted within the service including:
 - personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) should not be in the possession of any person while providing education and care and working directly with children

	<ul style="list-style-type: none"> - only service-issued/approved devices are to be used when taking images or videos of children - providing authorisation for a staff member or educator to use a personal electronic device for essential purposes only (personal health requirement, disability, family necessity, local emergency event, technology failure) - implementing strict protocols for appropriate storage and retention of images and videos of children - ensuring families and visitors are clearly informed that they are not to take images or videos of children whilst visiting the service - ensuring students and other visitors do not have access to a personal electronic device whilst the Service is providing education and care - embedding the National Principles for Child Safe Organisations and creating a child safe culture - ensuring photos or videos of children are appropriate in nature
Families	<ul style="list-style-type: none"> ➤ Will complete the service’s enrolment form at time of enrolment and provide written notification to the nominated supervisor/responsible person if they do NOT want their child to be photographed or their photo published in any form. The nominated supervisor/responsible person keep a record of children who are not to be photographed and notify relevant educators/staff ➤ 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, including on their personal social media, as the service has no control over these images once they are in the public domain. (See <i>Social Media</i> policy) ➤ Will be requested to provide written permission/consent for educators, students or volunteers to take photos of their child/ren for assignments as part of their children services/university course ➤ Will be requested to provide written permission/consent for individuals visiting the service to take photographs of their child/ren (e.g., professional photography for marketing, school photos etc.) ➤ Are aware they have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances ➤ Will provide written notification is required if parents/families do NOT want their child included in photography opportunities which may include: <ul style="list-style-type: none"> - photographs taken to be used in each child’s portfolios as these may contain other children - video of children taken for the children to be able to watch themselves at play. These videos may be made available to all families to view at various times. - when children/families are provided with a photo of their child to take home- these may include images of other children in the photo - when children are invited to take photographs or video either with digital cameras or tablets with story-making apps to support language and literacy development. Hard copies of these may be printed and made into a book produced by children. These will remain within the Service but may be viewed by families and visitors.

- Be provided with clear information about how to make a complaint and our complaints handling processes.

Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the Photo Use policy regularly. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies:

Programming & Planning

Excursion/Preschool Programs and Events

Child Safe Code of Conduct

Child Protection

Code of Conduct for Staff Members

Parent/Guardian Code of Conduct

Enrolment and Orientation

Privacy and Confidentiality

Social Media

Related Legislation:

NQS

Quality Area 2		Children's health and safety
<i>Standard</i>	2.2	<i>Safety</i>
<i>Element</i>	2.2.1	Supervision
Quality Area 5		Relationships with children
<i>Element</i>	5.1.2	Dignity and rights of the child
Quality Area 6		Collaborative partnerships with families and communities
<i>Element</i>	6.1.2	Parents views are respected

National Law

Section	167	Offence related to protection of children from harm and hazards
Section	169	Offence relating to staffing arrangements

National Regulations

Reg	73	Educational program
Reg	74	Documenting of child assessments or evaluations for delivery of educational program
Reg	160	Child enrolment records to be kept by approved provider and family day care educator
Reg	181	Confidentiality of records kept by approved provider
Reg	183	Storage of records and other documents
Reg	184	Storage of records after service approval transferred

Sources:

- Children and Young Persons (Care and Protection) Act 1998
- Code of Ethics- Early Childhood Australia.
- Child Safe Standards
- Australian Children’s Education & Care Quality Authority. (2023). Guide to the National Quality Framework.
- Byrnes, J., & Wasik, B. (2009). Picture this: Using photography as a learning tool in early childhood classrooms.
- Education and Care Services National Regulations. (Amended 2023).
- NSW Government. Children and Young Persons Act. NSW Government. (2023). Office of the Children’s Guardian
- Privacy Act 1988
- National Model Code – Taking images in early childhood education and care

Developed: 2016

Updated: March 26