



Photography Policy

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.

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

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 Approved Provider or 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

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Approval Date:	May 2019	Next review:	2020
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- 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
- parents/guardians consent before photographs/videos of their child are posted on the Service's social media account, or a related social media account with which the Service has a professional relationship

Educators must not use their own phone, tablet, laptop etc to take photos/videos of children. 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 social media, Apps or to the service website etc if parents/guardians have authorised this
- ensure children are clothed appropriately before taking photographs/videos.

Service cameras including smart phone cameras 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 Approved Provider, 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.

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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.

Sources

National Quality Standard

Early Years Learning Framework

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Deleted: The 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.
 <#>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 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.

Deleted: My Time Our Place

Deleted: Reviewed: September 2016 → Date for next review: September 2017
 Child's Full Name ... [1]

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