

# QA6 - PHOTOGRAPHY AND USE OF IMAGES PROCEDURE

## INFORMATION

There are many achievements that children reach during the day, and using photography is a way of capturing, and sharing, these important successes. Photographs are also an important means of recording service events and conducting programming observations. We understand that children's images must be taken respectfully, and stored securely, and we have processes in place to ensure this happens.

*Note: "Photography" in this document encompasses both still images and video footage.*

## RESPONSIBILITY

All team members, students, volunteers and visitors must comply with this procedure.

## PROCEDURE

To ensure responsible use of photography within the service, team members will:

- Ensure families sign their consent for their child to be photographed when they enrol
- Maintain, and communicate to staff, a list of children who are not permitted to be photographed or filmed
- Obtain additional image consent authorisations if a photograph is intended to be used for marketing purposes
- Consider a child's privacy and confidentiality when sharing photographs, for example, does the photograph and the way it is being shared identify the child or their location?
- Ensure visitors, students, or volunteers do not photograph children without written consent (in addition to enrolment form)
- Respect a family's decision to not allow photographs of their children, and determine another approach to ensuring that the child's learning, progress and achievements can be shared
- Request that when families visit the centre they only photograph their child, and that they delete photos that capture other children in the image
- Encourage families not to share images of any children on social media that are taken within the centre
- Never take images of children in the nappy changing or toileting area, or in any state of undress
- Appropriately and securely store, record and document children's photographs, ensuring the child's privacy is maintained and respected
- Obtain consent from the children who are being photographed, where applicable and appropriate
- Not use personal devices to capture photographs
- Delete any images of children that are on physical devices every six months

Team members will use photographs to:

- Document a child's learning

- Share the day's activities and learnings with families
- Show a child's progress and achievements, and
- Aid in discussions with families about a child's learning.
- Delete all images stored on devices every six months

## DOCUMENT CONTROL

Date Reviewed	Modifications	Next Policy Document Review Date
Nov, 2019	Reviewed and created new policy document	Q4, 2021