

QA6 – PHOTOGRAPHY, SURVEILLANCE 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, parents, students, volunteers and visitors must comply with this procedure.

PROCEDURE

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

- Not enter child spaces with personal devices – exemptions for emergency situations, personal and family health needs
- Not capture photographs/videos of children on any personal device (ie. Phone, iPad, smart watch, AI recording devices etc.)
- Ensure families sign their consent for their child to be photographed/filmed when they enroll
- Obtain additional image consent authorisations if a photograph/video is intended to be used for marketing purposes - maintain, and communicate to staff, a list of children who have permission for public marketing
- 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 not employed by Building Futures leave personal devices in lockers. Any photographs required for study purposes will be captured on company devices after gaining parental consent (in addition to enrolment form)
- Request that when families visit the centre, they do not take photos in the children's environments. During events request that they only photograph their child, and that they delete photos that capture other children in the image
- Request that families do not share images of any children on social media that are taken within the centre or at a centre event
- Never take images of children in the nappy changing or toileting area, or in any state of undress (unless required for child safety purposes – and only with the confirmation of management)
- 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

- Delete all images stored on devices every six months or once uploaded to Sharepoint

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.
- Aid in discussions with families about a child's learning
- For safety and security, public areas (ie. Carpark, reception) may have video devices installed to capture security risks and aid investigation
- Areas surveilled will have relevant signage displayed
- Any footage downloaded for investigative purposes will be stored in the company Sharepoint portal
- Surveillance will not extend into private areas, such as bathrooms

DOCUMENT CONTROL

Date Reviewed	Modifications
Nov, 2019	Reviewed and created new policy document
15 May 2024	Reviewed
August 2025	Reviewed and points clarified in line with updated regulatory expectations