

PHOTOGRAPH POLICY

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 OSHC Service will only use photographs of children to support their learning and to record individual developmental progress.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES AND COMMUNITIES		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transfer

RELATED POLICIES

Child protection policy Code of conduct policy Enrolment policy	Facebook and social media policy Privacy and confidentiality policy Respect for children policy
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PURPOSE

We aim to ensure the privacy of children and families are respected and maintained at times when Educators, Staff and students take photographs.

SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

IMPLEMENTATION

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.

To ensure we are maintaining children's safety and respecting their right to privacy we will ensure that:

- 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 ipad
- Additional photographs or images will be taken of children as part of the work of the Service and may be taken by an outside photographer or other parents (e.g. during an end-of-year production or other events the Service may hold). In the case of outside agencies taking photographs for marketing purposes, the Service will seek written parental permission from families for their child to be included. Should a parent prefer their child not to take part, any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.
- 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.
- Parent's use of cameras/videos at the Service: Families 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.
- If families would prefer that their child is not photographed, they are required to put this in writing to the Nominated Supervisor who will inform the relevant Educators.

- The Service will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities.
- At times photos may be given to children and families of the Service. If parents/guardians prefer that photos including their child not be given out it is their responsibility to inform the Nominated Supervisor of the Service in writing or on the enrolment form.
- Photos are used in each child's portfolios and may contain other children. Please ensure that if you do not want your child in these photos that you inform the Nominated Supervisor of the Service in writing or on the enrolment form.
- Video of the children will be taken occasionally for the children to be able to watch themselves at play. This video may be made available to all families. If you do not want your child to be in these videos, please ensure that you put this in writing for the Nominated Supervisor or on the enrolment form.
- At times children may be invited to take photographs either with digital cameras or with story-making apps to support the OSHC curriculum. Books produced by children will remain within the Service.
- If Educators, students or volunteers are requested to use photographs or to take photos for assignments, the family's permission in writing will be obtained before any photos are taken.
- Individuals visiting the service are not permitted to take photographs of the children without written permission from the child's parents.

SOURCE:

Byrnes, J., & Wasik, B. (2009). Picture this: Using photography as a learning tool in early childhood classrooms. *Childhood Education, 85*. doi:10.1080/00094056.2009.10523090.

Child Protection Act, 1998.

Education and Care Services National Regulations. (2011).

Guide to the National Quality Standard. (2017).

Revised National Quality Standards. (2018).

REVIEW

POLICY REVIEWED	OCTOBER 2019	NEXT REVIEW DATE	OCTOBER 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Related policies added. • Minor punctuation edits. • Sources edited. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
OCTOBER 2018	<ul style="list-style-type: none"> • References corrected, added &/or updated. • Incorrect links deleted and replaced with correct ones. • Sources/references alphabetised. • Additional information added to points. • Rearranged the order of points for better flow 	OCTOBER 2019	
AUGUST 2017	<ul style="list-style-type: none"> • New policy drafted 	OCTOBER 2018	