

PHOTOGRAPHY POLICY

Related Quality Area	QA2: Children’s Health and Safety QA5: Relationships with Children QA6: Collaborative Partnerships with Families & Communities
Related Policies	Social Media Policy Enrolment & Orientation Policy Technology Policy Privacy and Confidentiality policy

- **PURPOSE**

Nightcliff Family Centre (the Centre) aims to ensure that 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 Centre

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.

In addition to individual child portfolios, Educators also use the online system Storypark to share photographs and videos taken of children whilst at the Centre and on excursions. The Centre pays the annual registration fee for each family. It is a system which allows educators to upload pictures and videos and ‘tag’ individual families so that only specific families will be able to view each picture or video.

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

- Parents/guardians authorise in writing the taking of photographs of their child at the Centre before any photographs are taken.
- Written authorisations obtained from parents cover why the photographs will be taken and how they will be used.
- Authorisation is obtained in relation to the taking of photographs by educators and staff members at the Centre, and other individuals using the Centre including school photographers, individuals undertaking research projects and students on practicum placements.
- Parents authorise in writing the taking of photographs of their child at the Centre before any photographs are taken.

- Photographs/videos are taken to:
 - Support the individual learning of each child for their formal record.
 - Record children’s work and activities within the Centre environment.
- Parent's use of cameras/videos at the Centre: 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 Centre 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 Centre 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 Centre. If parents/guardians prefer that photos including their child not be given out it is their responsibility to inform the Nominated Supervisor of the Centre in writing or on the enrolment form.
- Photos posted on Storypark and/or used in individual child portfolios may contain other children. A parent/guardian must inform the Nominated Supervisor in writing or on the enrolment form if they do not want their child in these photos.
- At no time are staff permitted to bring in a camera from home or use their mobile phone to take photographs, videos, or audio recordings.
- 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 Centre are not permitted to take photographs of the children without written permission from the child’s parents.

POLICY REVIEWED BY	Judy Rondon	Director	OCTOBER 2022
POLICY REVIEWED	OCTOBER 2022	NEXT REVIEW DATE	OCTOBER 2024
MODIFICATIONS	<ul style="list-style-type: none"> • No changes or Additional information added • Sources checked for currency • Spell check 		