



Photograph and Video Recording Policy

Regs	181	Confidentiality of records kept by approved provider
QA	1.1.4	Documentation about each child's program and progress is available to families
	5.2.3	The dignity and rights of the child are maintained at all times

Background

Policy statement

This Policy sets out the way the Centre uses photographs and videos of children taken at the Centre. It ensures that no child or family is compromised in any way at any time. Photographs and videos are generally used to document the program, to communicate a child's learning to parents and as an intentional teaching tool to revisit learning.

Strategies and practices

- When a child starts at the Centre, parents are asked to agree to their child being photographed and videoed by educators. Permission is given on the Enrolment form.
- The Centre uses the images for child learning, development portfolios, behavioural issues, Centre displays, and to share information about Centre activities such as special occasions, birthdays, Centre slide shows, excursions and the Childcare website. From time to time, where relevant to the observation and after careful consideration, a child's photograph may also be included in another child's profile.
- Only Centre cameras are used, and these cameras are kept secure at the Centre. No private cameras, mobile phones or other devices are used.
- The Centre will respect the wishes of any parent who does not wish their child to be photographed and ensure that this does not occur whilst the child is in attendance at the Centre.
- The Centre does not allow any other party other than Centre staff to video children.
- The Centre does not allow any other individual (e.g. school photographer) to photograph any child at the Centre without permission from the child's parent or authorised nominee.
- Parents or family members visiting the Centre with the intention of taking photographs may only photograph their own child unless they have provided the Nominated Supervisor with written permission from the parents of any other participating child.

- Where a parent has given permission for their child to be photographed at the Centre by anyone other than Centre staff, the Centre does not accept responsibility for the distribution or use of any photograph taken.
- If the Centre wishes to take photographs of a child for promotional purposes, the parents will be approached personally. The photographs will only be taken after written permission has been obtained from them.

Responsibilities of parents

- To only photograph their own child unless the Centre has been provided with written permission from the parent(s) of other children to be photographed.
- Not to video any child at the Centre using a camera or mobile phone.

Links to other policies

- Child Protection and Risk Management Policy
- Educational Program
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Interactions with Families Policy
- Privacy and Confidentiality Policy
- Students, Volunteers and Visitors Policy

Sources, further reading and useful websites

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard 2011
- Brenda Abbey Childcare by Design

Useful websites

- Digital Preschool - www.digitalpreschool.com.au

Policy review

The Centre encourages staff and parents to be actively involved in the annual review of policies and procedures. Any new legislative changes or improved teaching practices will be identified as part the Centre's commitment to further quality improvement.

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