

*South Queensland***Photograph Policy****EDUCATION AND CARE SERVICES NATIONAL REGULATIONS**

181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

**NATIONAL QUALITY STANDARD (NQS)**

2.2	Safety	Each child is respected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing

**LINKS TO OTHER POLICIES**

Enrolment and Orientation Policy

Code of Conduct Policy

Family Communication Policy

Privacy and Confidentiality Policy

Social media policy

**BACKGROUND**

Photography is a powerful method for telling important and intricate stories. A good photograph slows the viewer down, allowing them to process and appreciate the message. Photography can help educators, families, and children to feel positive and be reflective about learning experiences.

**PURPOSE**

Whilst at our Service:

- Children must be protected from the misuse of photographic and video images
- Ensures that the privacy of children and families are always respected and maintained when Educators, staff and students take photographs.
- Photographs of children will be to support their learning and developmental progress.

**SCOPE**

Children, parents, and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

## STRATEGIES AND PRACTICES

The displaying of photos helps children and families to feel a sense of belonging and allows children to see themselves at play, in action, and instigating conversation starters for children and families.

To ensure the service is maintaining children's safety and respecting their right to privacy whilst they are in our care, we will ensure that:

- every child is protected from any exploitation of photographic and video images of themselves.
- photographs taken will support children's learning, development, and individual progress.
- photographs taken as part of a normal day are taken using the service digital camera or iPad and are only taken by staff members or by practicum students with written parental permission.
- additional photographs or images may be taken of children by an outside photographer or other parents such as Service events and celebrations. 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.
- photographs/videos are taken to:
  - support the individual learning and development of each child for their formal documentation.
  - record children's work and activities within the Service environment.
- at times children may be invited to take photographs either with digital cameras, iPads or with story-making apps to support language and literacy development. Books produced by children will remain within the Service.
- it is preferred that staff use service owned cameras and iPads, however, if personal phones and iPads need to be used to take photos or video whilst at the Service, they must be transferred to the work computers and contents deleted from the device at the end of each day. This will be checked by the Service Leader.
- if educators, students, or volunteers are requested to use photographs or to take photos for training purposes, the family's permission must be obtained in writing 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.

## RESPONSIBILITIES TO PARENTS

### Parent's use of cameras/videos at the Service:

- families will be invited to record their child's inclusion in group events and celebrations using 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 during the enrolment process or to the Service Leader 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.
- there may be times when photos are given to children and families. If parents/guardians

prefer that photos including their child not be given out it is their responsibility to inform the Service Leader 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 Service Leader in writing or on the enrolment form.
- video of 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 Service Leader or on the enrolment form.
- 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.

### **POLICY REVIEW**

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the commitment to quality improvement.

### **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.
- Early Childhood Australia Code of Ethics. (2016).
- Guide to the National Quality Standard. (2017).
- Revised National Quality Standard. (2018).
- Centre Desktop. (2020).
- Child Protection Act, 1998.

### **REVIEW**

POLICY REVIEWED		NEXT REVIEW DATE	May 2022
MODIFICATIONS			