

# Photograph Policy

Children deserve to be protected from the misuse of photographic and video images whilst at the Centre. Our Centre will use photographs of children to support their learning and record individual developmental progress.

The displaying of photos allows 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 we do 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 see that:

- Every child in our care is protected from the exploitation of photographic and video images of themselves taken whilst they attend the Centre.
- That photographs taken by Educators support the children's learning and record children's individual progress.
- Photographs recorded at the Centre as part of a normal day are taken using a digital camera and are only taken by members of the staff team.
- Additional photographs or images will be taken of children by an outside photographer For example; yearly photos.
- Photographs/videos are taken to:
  - Support the learning of each child's individual record
  - Illustrate work on display around the Centre's environment
- We 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 no time are staff permitted to bring in a camera from home.
- 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.
- Photos will 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.
- If Educators, students or volunteers are requested to use photographs or to take photos for assignments, family's permission in writing will be obtained before any photos are taken.
- Photos are used in each child's Educational Record 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 Centre 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.

**Source:** Education and Care Services National Regulations 2011, National Quality Standard, Child Protection Act

**Date Implemented:** 16/04/2012

**Review Completed:** 10/01/2017

**Schedule for Review:** 10/01/2018

## National Quality Standard – NQS

### Quality Area 2: Children's Health and Safety

**2.3** Each child is protected

### Quality Area 4: Staffing Arrangements

**4.2.1** Professional standards guide practice, interactions and relationships



### Quality Area 5: Relationships with Children

**5.2.3** The dignity and the rights of every child are maintained at all times

### Education and Care Service National Regulations

**181** Confidentiality of records kept by approved provider

**181-184** Confidentiality and storage of records

