

## Photography Policy

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### NQS

QA4	4.2.1	Professional standards guide practice, interactions and relationships.
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QA5	5.2.3	The dignity and the rights of every child are maintained at all times
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### MTOP

LO1	1.1	Children feel safe, secure, and supported
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### Aim

Before we take and distribute photographs of children using the Service we will obtain appropriate authorisations from parents to ensure the privacy of children and families is respected.

### Related Policies

Enrolment Policy  
 Privacy and Confidentiality Policy  
 Social Media Policy

### Implementation

The Nominated Supervisor will ensure:

- our photography policy is discussed during a child’s enrolment at our service.
- parents authorise in writing the taking of photographs of their child at the Service before any photographs are taken.
- authorisation is obtained in relation to the taking of photographs by educators and staff members at the Service, and other individuals using the Service including school photographers, individuals undertaking research projects and students on practicum placements.
- written authorisations obtained from parents cover why the photographs will be taken and how they will be used.
- express consent is obtained from parents about the posting of any photographs on the Service’s social media account or a related social media account with which the Service has a professional

relationship. Service photographs of children will not be posted on any social media forum if parental consent to this has not been obtained. Refer Social Media Policy for more information.

- express consent is obtained from parents before any photographs of their child are used to publicise the Service, or to support any research projects or study placements. Consent will be obtained for example, before any photographs are posted on the Service's website or included in brochures or media articles.
- parents/families are notified about the presence of school photographers, researchers and students on practicum placements before they take any photographs of the children.
- parents' wishes in relation to the taking of photographs of their children will be respected at all times and educators and staff do not photograph children where parents have not authorised the taking of photographs. This may require the child to be removed from group situations where photos will be taken.
- written authorisations obtained from parents include advice that parents may withdraw their authorisation to take photographs of their children at any time by advising the Nominated Supervisor in writing.

The Nominated Supervisor will advise parents and families that:

- they may only photograph their own child at the Service unless given permission by another child's parent.
- we do not condone the display of photographs taken of children from other families on the internet.
- where parents have given permission for their child to be photographed by anyone other than a staff member or educator, the Service does not accept responsibility for the distribution or use of any photograph taken by the individual.

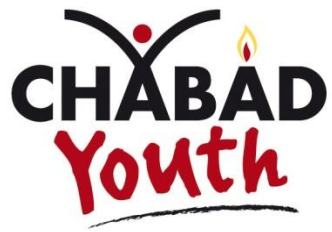
## Sources

National Quality Standard

My Time Our Place

## Review

The policy will be reviewed annually by:



- Management
- Employees
- Families
- Interested Parties

**Reviewed: 1<sup>st</sup> March 2016**

**Date for next review: 1<sup>st</sup> March 2017**