



PHOTOGRAPHY POLICY

POLICY STATEMENT

The displaying of photos allows children to see themselves play, are a topic of conversation for children and parents, allow families to see their child 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. Every child in our care deserves to be protected from the misuse of photographic and video images of themselves taken whilst they attend the service.

PROCEDURE

It is our policy to use photographs taken at the service to support the children's learning and to record children's individual progress. Photographs recorded at the service as part of a normal day are taken using a service phone or iPad and are only taken by members of the educator team.

- Additional photographs or images may be taken of children as part of the program and documentation practices of the service.
- Parents enrolling their child in the service have the opportunity on the enrolment form to choose if their children will be photographed as part of our program documentation.
- Written permission will be given on the current COOSC Enrolment form before photographs are published on the COOSC website.
- In the case of outside agencies taking photographs for marketing purposes the service will seek written parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.

Photographs/videos are taken to:

- o Support the learning of each child's individual record.
- o Illustrate work on display around the service's environment.
- o Allow parents to see the experiences the children have at the service.
- Clovelly out of School care will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities.
- 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.
- Video of the children will be taken occasionally for the children to be able to watch themselves play. These videos may be made available to all families.
- Photos will be used on our service website and on our social media pages. Only the child who have had parent authorisation will be featured on these sites.



RELEVANT DOCUMENTS FOR CONSIDERATION

My Time, Our Place

Education and Care Services National Law 2010 Education and Care Services National Regulations

National Quality Standard

Australian Children's Education & Care Quality Authority.

Family Handbook

Version number	Date effective	Description of amendment
2	April 2022	Changes to procedure

Considered and accepted by the Management Committee (representative) – A. Richardson

Considered and accepted by the staff (representative) – Katrina Thomas