

PHOTOGRAPH POLICY

Dalas Family Day Care is committed to creating and maintaining a child safe environment where children are safe and feel safe and their voices are heard about decisions that affect their lives. Child safety is embedded in our organisational leadership, governance, policies and procedures and culture.

Children have the right to be protected from the misuse of photographic and video images whilst being educated and care for by Family Day Care educators in approved residences and/or venues. To ensure the privacy of children and families is respected, our FDC educators will only use photographs of children to support their learning and to record individual developmental progress with written authorisation from parents/guardians.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES AND COMMUNITIES		
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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

181	Confidentiality of records kept by approved provider
182	Confidentiality and storage of records kept by family day care educator
183	Storage of records and other documents
184	Storage of records after service approval transferred

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Child Safe Environment Policy	Enrolment Policy
Child Protection Policy	Social media Policy
Code of Conduct Policy	Technology Policy
Dealing with Complaints Policy (Families)	Privacy and Confidentiality Policy
Educational Program Policy	Respect for Children Policy

PURPOSE

We aim to ensure the collection and use of photographs or video of children complies with privacy laws and legislation. We are committed to creating and maintaining a child safe environment by adhering to the Child Safe Standards.

SCOPE

This policy applies to the educators, educator assistants, children, families, and visitors of the Family Day Care Service.

IMPLEMENTATION

The displaying of photos at FDC residences and/or venues provide children and families with a sense of belonging. Photographs allow 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, it is fundamental to respect the rights of all children and families to privacy and ensure child safety is embedded in our policies and procedures.

Management and educators will ensure:

- we are maintaining children's safety and respecting their right to privacy
- families provide written permission/consent for photographing or recording video of their child by the FDC educator or educator assistant
- every child in our care is protected from any exploitation of photographic and video images of themselves taken whilst they attend the FDC service
- children participate in decisions affecting them including permission to have photographs taken of them
- personal information about the child's surname, age or any other information that reveals their identity is not published
- that photographs taken by educators or educator assistants support the children's learning and record children's individual progress
- photographs recorded are part of a normal day and are taken using a digital camera or service owned/registered mobile device and are only taken by approved FDC educators, educator assistants, or by practicum students with written parental permission
- at no time are educators to use their private mobile phone to take photographs, videos, or audio recordings of children whilst being educated and cared for
- that the FDC Service and/or educator seeks written permission from families for their child to be photographed when an outside photographer/agency is contracted to take photographs for marketing purposes or to take individual and group photos once a year. Only children who have written permission from their parent/guardian will be included in any photography
- that the FDC Service notifies parents of the purpose of taking photographs such as use on the Service's website, advertising flyers/brochure, parent handbook
- parents are aware that photographs or images may be taken of their children by other parents at various times of the year (e.g. excursions, during an end-of-year production or other event). Should parents not want their child photographed at any time, they must provide written notification to the Approved Provider or Nominated Supervisor at time of enrolment or if their decision for consent changes
- a record of all children who are NOT to be photographed will be developed, maintained and shared with educators and educator assistants

- FDC educators will keep an up to date record of enrolled children at their service who are NOT to be photographed
- this record will remain private and confidential
- that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities when an outside photographer/agency is engaged
- parents/carers have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances
- photographs, video or other recordings of children are securely stored and disposed of when the child is no longer enrolled at the FDC Service

Families (Parents/carers)

- will be invited to record their child's inclusion in group events and celebrations through the use of 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. (*see Social Media Policy*)
- will be requested to provide written permission/consent for educators, students or volunteers to take photos of their child/ren for assignments as part of their children services/university course
- will be requested to provide written permission/consent for individuals visiting the Service to take photographs of their child/ren (e.g. professional photography for marketing, school photos etc.)
- are required to provide written notification to the Nominated Supervisor if they do NOT want their child to be photographed or their photo published in any form. The Nominated Supervisor keep a record of children who are not to be photographed and notify relevant educators/staff.
- are aware they have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances
- written notification is required if parents/families do NOT want their child included in photography opportunities which may include:
 - photographs taken to be used in each child's portfolios as these may contain other children
 - video of children taken for the children to be able to watch themselves at play. These videos may be made available to all families to view at various times.
 - when children/families are provided with a photo of their child to take home- these may include images of other children in the photo

- when children are invited to take photographs or video either with digital cameras or tablets with story-making apps to support language and literacy development. Hard copies of these may be printed and made into a book produced by children. These will remain within the Service but may be viewed by families and visitors.

SOURCE:

Byrnes, J., & Wasik, B. (2009). Picture this: Using photography as a learning tool in early childhood classrooms. *Childhood Education*, 85.

Child Protection Act, 1998.

Education and Care Services National Regulations. (2011).

Guide to the National Quality Framework. (2017). (Amended 2020).

Guide to the National Quality Standard. (2017).

Privacy Act 1988

Revised National Quality Standards. (2018).

Victoria State Government Department of Education and Training (2020). Child Safe Standards: *Creating a safe environment*

CONTINUOUS IMPROVEMENT

Our *Photograph Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

REVIEW

POLICY REVIEWED	August 2022	NEXT REVIEW DATE	August 2023
MODIFICATIONS	• re-write of policy to ensure inclusion of Child Safe Standards/written consent for photography and video of children • educator responsibility section added • family (parent/carers) section added detailing requirement to notify service if they do not want their child photographed		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
August 2020	New policy drafted Policy purchased from child care Desk top		August 2021