

# Photography Policy



<b>Document Title</b>	NQS7.64 Photography Policy	<b>Version</b>	2a
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<b>Warning - Ensure you are using the latest version of this policy.</b>			
DCC Network/All Organisation Information/DCC Policies/Quality Area 7 – Leadership & service management			

## 1. Policy Statement

River Region Early Education recognises the use of photographs as a way of celebrating achievements of obtaining publicity, while respecting the rights to privacy and confidentiality of the subject of the photograph.

## 2. Rationale

To ensure the collection and use of child photographs and/or film in River Region Early Education protects the personal information of individuals and respects the individual's right to control how and for what purpose their personal information is used.

## 3. Responsibilities

It is the responsibility of the Approved Provider and Nominated Supervisors to:

- Ensure our photography policy is discussed during a child's enrolment at River Region Early Education.
- Ensure parents authorise in writing the taking of photographs of their child at River Region Early Education before any photographs are taken.
- Ensure authorisation is obtained in relation to the taking of photographs by educators and staff members at River Region Early Education, and other individuals using River Region Early Education including school photographers, individuals undertaking research projects and students on practicum placements using the attached form.
- Ensure written authorisations obtained from parents cover why the photographs will be taken and how they will be used.
- Ensure express consent is obtained from parents about the posting of any photographs on River Region Early Education's social media account or a related social media account with which River Region Early Education has a professional relationship. River Region Early Education photographs of children will not be posted on any social media forum if parental consent to this has not been obtained. Refer Acceptable Use of Electronic Media Policy for more information.
- Ensure express consent is obtained from parents before any photographs of their child are used to publicise River Region Early Education, or to support any research projects or study placements. Consent will be obtained for example, before any photographs are posted on River Region Early Education's website or included in brochures or media articles.
- Ensure parents/families are notified about the presence of school photographers, researchers and students on practicum placements before they take any photographs of the children.
- Ensure 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

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have not authorised the taking of photographs. This may require the child to be removed from group situations where photos will be taken.

- Ensure 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.
- Advise, when in service, parents and families are NOT permitted to take photos of any children, including their own.
- Advise that we do not condone the display of photographs taken of children from other families on the internet.

## 4. Definitions

Nil

## 5. Guidelines

### a) Confidentiality

When in service, parents and families are NOT permitted to take photos of any children, including their own. This is to respect the wishes of all families and to protect all children. Should a family like a photo or video taken, i.e. at an event, the educators will take the photos and share via StoryPark.

### b) Organisational photos

The organisation recognises that families relish photos of their children or groups / class of children in that service as it is a way to remember their time at the service. The organisation will review the photography of children as a service each year and adopt the following guiding principles.

- The photographer will be tendered out.
- The photographer is providing a service to the families as a guest of River Region Early Education.
- River Region Early Education philosophy shall be maintained by the photographer and assistants at all times.

### Prior to the photography day

At the start of each day at the service, the photographer will liaise with the Nominated Supervisor or Responsible Person to create a plan for the day which includes being responsive to children's routines- for example sleep, rest, meals.

- A list of children who are to be photographed during the day, and the most suitable timing for this will be negotiated with the Nominated Supervisor/ Responsible Person
- The child's needs will always be our highest priority (for example we will not wake children from sleep). The Nominated Supervisor will then coordinate with River Region Early Education staff.
- An educator will support the child during the photo session.
- The photographer will communicate any requests regarding positioning etc, to the educator who will then communicate to the child.
- The photographer should not give direction to or touch the child during the photo session.
- Every effort should be made by the photographer to work with the child, educator and family to ensure that the photo session is a positive experience.

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- If a family requests a specific day for their child's photos to be taken, this should be accommodated wherever possible. If it cannot be accommodated, the reason will be communicated to the Nominated Supervisor, who will speak to the family.
- Communication with River Region Early Education children, families and educators will be respectful and courteous at all times.

### After the photography session

Timeframes, collection of monies and distribution of photos will be negotiated and written in the Photography agreement between the organisation and the photographer.

## 6. Procedure

Nil

## 7. Sources

- Centre Support
- NSW Department Education
- Office of the eSafety Commissioner

## 8. Relevant Legislation, Regulations and Standards

Legislation	
	Privacy Act 1988
Education and Care Services National Regulation	
National Quality Standards	
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
4.2.2	Professional standards guide practice, interactions and relationships.
5.1.2	The dignity and rights of every child are maintained.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Child Safe Standards	
1	Child safety is embedded in organisational leadership, governance and culture
8	Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur
Early Years Learning Framework Learning Outcomes	
3	Children have a strong sense of wellbeing
Early Years Learning Framework Principles	
	Secure, respectful, and reciprocal relationships
Early Years Learning Framework Practices	

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### 9. Related Documents

Doc #	Attachments
NQS7.64 A1	Photography Permission Review Form
NQS7.64 A2	Photography Agreement Form

Doc #	Intersections with other key documents
NQS7.61	Acceptable Use of Electronic Media Policy
NQS6.40	Enrolment and Orientation Policy

### 10. Document Control

Doc #	Doc Title	Version	Approved	Next Review
NQS7.64	Photography Policy	1	June 2018	June 2020
NQS7.64	Photography Policy	2	June 2021	June 2024
NQS7.64	Photography Policy (minor changes due to name change and new policy document format)	2a	January 2024	June 2024