PHOTOGRAPHY POLICY

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<th>Document Title</th>
<th>NQS 7 Photography Policy</th>
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Warning: Ensure you are using the latest version of this policy. You can find it and the location listed

Document location in network
\DCC-NETWORK\Deniliquin_Childrens_Centre\DCC_Policies\Quality Area 7- Leadership & service management_current policy

POLICY STATEMENT
The Deniliquin Children’s Centre 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.

RATIONALE
To ensure the collection and use of student photographs and/or film in the Deniliquin Children’s Centre protects the personal information of individuals and respects the individual’s right to control how and for what purpose their personal information is used.

PROCEDURE
The Approved Provider or Nominated Supervisor will ensure:

- our photography policy is discussed during a child’s enrolment at Deniliquin Children’s Centre.
- parents authorise in writing the taking of photographs of their child at the Deniliquin Children’s Centre before any photographs are taken.
- authorisation is obtained in relation to the taking of photographs by educators and staff members at the Deniliquin Children’s Centre, and other individuals using the Deniliquin Children’s Centre including school photographers, individuals undertaking research projects and students on practicum placements using the attached form.
- 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 Deniliquin Children’s Centre’s social media account or a related social media account with which the Deniliquin Children’s Centre has a professional relationship. Deniliquin Children’s Centre photographs of children will not be posted on any social media forum if parental consent to this has not been obtained. Refer Technology, Internet and Social Media Usage Policy for more information.
- express consent is obtained from parents before any photographs of their child are used to publicise the Deniliquin Children’s Centre, or to support any research projects or study placements. Consent will be obtained for example, before any photographs are posted on the Deniliquin Children’s Centre’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 Approved Provider or Nominated Supervisor will advise parents and families that:
- they may only photograph their own child at the Deniliquin Children’s Centre 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 Deniliquin Children’s Centre does not accept responsibility for the distribution or use of any photograph taken by the individual.

LEGISLATIVE REQUIREMENTS

Education and Care Deniliquin Children’s Centres National Regulation
Regulation

National Quality Standard

Mobile Deniliquin Children’s Centre- Children (Education and Care Deniliquin Children’s Centres) Supplementary Provision Regulations

Sources
Centre Support
NSW Department Education
Office of the eSafety Commissioner

Attachments
NQS7.64 A1 Photography permission review form
Enrolment form

Related Policies
Technology, Internet and Social Media Usage Policy for more information
Enrolment Policy