

# PHOTOGRAPH POLICY

Monash Preschool is committed to creating and maintaining a child safe environment where children are safe, feel safe and their voices are heard about decisions that affect their lives. Child safety is embedded in our organisational leadership, governance, policies, procedures and culture. Children have the right to be protected from the misuse of photographic and video images whilst at the preschool. To ensure the privacy of children and families is respected, our Preschool 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		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS		
181	Confidentiality of records kept by approved provider	
183	Storage of records and other documents	
184	Storage of records after service approval transfer	

**PURPOSE** - We aim to ensure the collection and use of photographs or video of children complies with privacy laws and related legislation.

**SCOPE** - This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the Preschool service.

**IMPLEMENTATION** -Our Preschool follows the National Model Code and Guidelines for taking images or videos of children released by ACECQA July 2024.

### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR / EDUCATORS WILL ENSURE:

- that obligations under the Education and Care Services National Law and National Regulations are met
- educators, staff and volunteers have knowledge of and adhere to this policy
- the Preschool service maintains children’s safety and respects their right to privacy
- the National Model Code guidelines are understood and adopted within the Preschool Service including:
  - only service-issued/approved devices are to be used when taking images or videos of children
  - personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) should not be in the possession of any person while providing education and care and working directly with children
  - providing authorisation for a staff member or educator to use a personal electronic device for essential purposes only (personal health requirement, disability, local emergency event, technology failure)
  - implementing strict protocols for appropriate storage and retention of images and videos of children
  - ensuring photos or videos of children are appropriate in nature

- families provide written permission/consent for photographing or recording video of their child when enrolling student – Media Consent Form
- processes are in place to ensure families who speak languages other than English understand the requirements within this policy and the Media Consent Form
- 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
- a record of all children who are NOT to be photographed will be developed, maintained and shared with educators and staff
- this record will remain private and confidential to staff only
- parents/carers have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances

### FAMILIES (PARENTS/GUARDIANS)

- will comply with the Preschool's adoption of the National Model Code regarding taking images or recording videos of children whilst at the education and care service
- will complete the Preschool Service's - Media Consent form

### BREACH OF POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment. Staff members who engage in unauthorised disclosure of confidential or sensitive personal information including sharing of photographs or videos may face disciplinary action. Visitors or volunteers who fail to comply to this policy may face termination of their engagement or asked to leave the premises.

### CONTINUOUS IMPROVEMENT

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