

**TITLE: PHOTO and CAMERA**

<b>Related documentation</b>	
<b>Policy/policies:</b>	Authorisations and Refusals , Privacy, Social media, Code of Conduct
<b>Regulation/s/ Standards:</b>	NQS-5.1, 5.1.2
<b>Other procedures:</b>	Confidentiality
<b>References:</b>	Code Of Ethics: ECA
<b>Date effective</b>	July 2017
<b>Date for review</b>	July 2019
<b>Purpose</b>	The aim of this procedure is to establish guidelines for the taking, displaying and distribution of digital images
<b>Responsibility</b>	Educators, Educators Assistants, Relief Care Educators, and Staff.

**Key information:**

Technology has transformed many aspects of our lives. Armidale and District Family Day care Educators and Staff recognise their responsibility to use technology ethically and to respect the privacy and rights of the individual child and their families

**Procedure/s:**

- The benefits of digital photography will be discussed with the family during enrolment.
- Mobile phones have cameras and Educators use these on a daily basis for photo taking, as well as phone calls. With the use of your camera (digital or phone), these can be shared with parents to show evidence of their learning and development .
- Family permission will be sought at all times to take and use photos. Families have the right to authorize or refuse these photo's being taken or recordings being made, photos being displayed at the Educators service or at the Coordination Unit. Also photos being used on the AFDC website or in service promotions.
- Parents and Educators will sign a Disclaimer / Release form in regards to any use of photos being used via social media (see attached)
- Coordination Unit Staff will be required to use the service cameras and sometimes their own phone /camera when taking digital photos. These need to be uploaded onto the Coordination Unit computer and then deleted from their personal phone.
- Identifiable photos will not be posted on social media, except where permission has been given.
- Images are to stored safely and then deleted after a certain time frame.

- On leaving an Educators care, written permission must be given to that Educator from the family for the use of photos being used for promotion.
- Full names or tagging will not be used alongside the child's photo
- Digital photo frames and computers can be used to display slide shows of children. Consent must be given for these. Photos must be purposeful and have appropriate content
- Photos that are used for the children portfolios / records/ reports/ are encouraged.
- Parents are also encouraged to share photos that show what their child is doing at home.