

ARMIDALE FAMILY DAY CARE

PHOTO and CAMERA PROCEDURE

Related documentation	
Policy/policies:	Authorisations and Refusals, Code of Conduct, Child Protection, Enrolment and Orientation, Privacy, Promoting Children's Wellbeing and Resilience, Social Media, Student and Volunteer Guidelines.
Regulation/s/ Standards:	NQS-5.1, 5.1.2, 6.1.2
Other procedures:	Confidentiality, Marketing and Media
References:	Code of Ethics: ECA Privacy Act 2000
Date effective	May 2022
Date for review	May 2024
Purpose	The aim of this procedure is to establish guidelines for the taking, displaying and distribution of digital images of children as part of the Educator's documentation or as part of Service promotion.
Responsibility	Educators, Educators Assistants, Relief Care Educators, and Staff.

Key information:

Armidale and District Family Day Care Educators and Staff recognise their responsibility to use technology ethically and to respect the privacy and rights of each individual child and their family.

Photos are classified as personal information under the Privacy Act 2000.

Procedure/s:

- The use of digital photography will be discussed with each family during enrolment. It will be explained how Educators use photos taken to illustrate their documentation of children's learning and development.
- Each family's written permission for photos/videos to be taken will be sought at that time. Families will have the right to authorize or refuse photos/videos being taken. This also applies to any photos being displayed at the Educators service or at the Coordination Unit and photos being included on the AFDC website or in Service promotions.
- Educators and staff will respect each family's decision and they will also accept the child's right to refuse to be photographed.

- Mobile phones not only enable Educators to remain accessible, they also enable them to take photos of children’s play and interactions. These photos can be shared with parents to show evidence of learning and development and to illustrate program documentation.
- Parents and Educators will sign a Disclaimer / Release form regarding any use of photos being used via social media.
- 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.
- 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.