

## ARMIDALE FAMILY DAY CARE

### *PHOTO and CAMERA PROCEDURE*

|                                 |   |
|---------------------------------|---|
| <b>Related Policy/policies:</b> | Code of Ethical Conduct, Code of Conduct for Families, Delivery and Collection of Children & Parental Access, Child Protection and Child Safe Policy and Procedure, Educational Program and Practice, Educator Assistant, Enrolment and Orientation, Home Visit, Privacy, Safe Use of Digital Technology and Online Environments, Resilience, Social Media, Student and Volunteer Guidelines, Safe Use of Digital Technology & Online Environments, Social Media, Student & Volunteers, Visitors to Educators Premises. Policy. |
| <b>Regulation/s/ Standards:</b> | Regulations 165,167, 168, 168, 181 – 184. National Quality Standard Areas 1,2,4,5,6,7   |
| <b>Related Procedures:</b>      | Confidentiality, Generative AI, Child Protection & Child Safe, De-registration, Management of Records, Marketing, Relief Care, Supervision.   |
| <b>References:</b>              | ECA Code of Ethics, ACECQA, National Model Code Guidelines.   |
| <b>Date effective</b>           | November 2025   |
| <b>Date for review</b>          | November 2028   |
| <b>Purpose</b>                  | The aim of this procedure is strengthen child safety and privacy in AFDC, reduce risks association with personal device use and ensure the approved provider has oversight of how children's images are stored and shared.  |
| <b>Responsibility</b>           | Directors, Management, Coordination Unit, Educators, Educator Assistants and Families   |

#### **Key information:**

Armidale Family Day Care acknowledges our responsibility in creating and maintaining a child-safe environment.

We respect the right of all children and families to privacy and will strive to uphold the principles outlined in the National Model Code of Conduct.

We are committed to using photography in a way which upholds are values of respect and dignity of individual children.

We will use our best endeavours to ensure that child safety is embedded in all policies and procedures.

Armidale Family Day Care service and Educators may only capture and share images of children on devices that are **authorised by the approved provider**. Personal devices **cannot be used to capture or store images** unless they have been **formally authorised as a “Service-Authorised Device** by the Approved Provider.

### **Responsibilities:**

#### The Approved Provider:

- Must ensure that AFDC’s obligations under the Education and Care Services National Law and National Regulations are met.
- Must ensure that management, coordinators, Educators, Educator assistants, families and students have knowledge of and adhere to this procedure.
- Must formally authorise, or delegate management and the Coordination Unit to authorise, any device an Educator uses to take photos or videos of children.
- Ensure devices authorised are configured according to the service’s child safety and digital security procedures.
- Keep written records of the authorisation, including:
  - Date of authorisation,
  - Device type (e.g. phone, iPad)
  - Make/Model/Serial Number (if available)
  - Provider’s declaration that the device meets safety and security requirements,
  - Signature of the approved provider or authorized delegate,
  - Date of revocation if authorisation is withdrawn.
- Must take proactive steps to create a child-safe environment in relation to images and/or videos of children that are taken while education and care is being provided.
- Should ensure that AFDC’S Photo and Camera Procedure clearly state who can access images and videos of children and how they are stored securely, including for how long and how they are destroyed.
- Should ensure that families provide written permission for their child to be photographed or videoed by the Educator or Educator Assistant upon enrolment or as their circumstances change.

#### Management and Coordinators:

- Must ensure that AFDC’s obligations under the Education and Care Services National Law and National Regulations are met.
- Must ensure that Educators, Educator assistants, families and students have knowledge of and adhere to this procedure.
- Must formally authorise, or delegate management and the Coordination Unit to authorise, any device an Educator uses to take photos or videos of children.
- Must use their best endeavours to ensure devices authorised are configured according to the service’s child safety and digital security procedures.
- Keep written records of the authorisation, including:
  - Date of authorisation,
  - Device type (e.g. phone, iPad)
  - Make/Model/Serial Number (if available)

- Provider's declaration that the device meets safety and security requirements,
- Signature of the approved provider or authorised delegate,
- Date of revocation if authorisation is withdrawn.
- Must ensure that families have indicated whether they give permission for digital photographs and videos to be taken by the Educator or Coordination Unit when completing the enrolment form.
- Must involve children in making decisions about their images and explain consent and privacy in an age-appropriate way.
- Must regularly review policies and procedures, informing Educators and families of any changes.
- Must regularly review photos and videos within AFDC electronic devices and delete images that they no longer need stored.
- Must be mindful when taking photographs during home visits. Photos should focus on the activities and learning experiences the children are engaged in, rather than simply capturing individual images of the children. Whenever possible, Coordinators should aim to take photos that do not include the children's faces.
- Must ensure that families are informed of the purpose for which it is intended that images or videos may be used.
- Must ensure that children's personal data, including family name, age or identifying details are not attached to the image or published.
- Must ensure that Educators are aware of this Procedure and their responsibilities
- Should communicate with families in relation to their expectations, leading them to understand that Educator/child relationships are not dependent upon photos and images.
- Will provide all families with a copy of this procedure upon its ratification and upon review.

#### Educators:

- Must discuss the use of digital photography with families upon enrolment.
- Must ensure that families have indicated whether they give permission for digital photographs and videos to be taken by the Educator or Coordination Unit when completing the enrolment form.
- Must explain to families how they use images captured to illustrate their documentation of children's learning and development.
- Must be mindful when taking photographs. Photos should focus on the activities and learning experiences the children are engaged in, rather than simply capturing individual images of the children. Whenever possible, Educators should aim to take photos that do not include the children's faces.
- Educators who use a cloud-based system to store photos must ensure their device is properly configured so that no other individuals with access to the cloud can view or obtain these photos.
- Must refrain from distributing photos to children to families other than their own.
- Must involve children in making decisions about their images and explain consent and privacy in an age-appropriate way.
- Must regularly review photos and videos within their electronic devices and delete images that they no longer need stored.
- Must ensure that children's personal data, including family name, age or identifying details are not attached to the image or published.

- Must ensure that photographs, videos or recordings of children are securely stored on a password protected device, and disposed of when the child is no longer enrolled in their service.
- When disposing of photos and videos, must ensure complete destruction—such as cross-cut shredding printed copies and permanently deleting digital files, including emptying recycle bins and removing from cloud storage.
- If using optical surveillance devices such as CCTV, a sign must be placed at the entrance to the FDC service, advising families about the surveillance. CCTV should be used in a responsible manner, respecting children and family's privacy and complying with laws.
- Must ensure that children do not use personal electronic devices while in the care environment; this includes phones, iPad's, tablets and smart watches that can take photos or record videos.
- When Educators are inviting children to take photos or videos with cameras or other devices to support their learning, children should be encouraged to take images of inanimate objects and not other children's faces.

#### Families:

- Must indicate, upon enrolment, whether they give permission for digital photographs and videos to be taken by the Educator or Coordination Unit. Families have the right to authorise or decline consent for any photos or videos of their child. This applies to any photos being displayed or stored at the Educator's service or being included on the AFDC website or in Service promotions.
- Must ensure that they do not take photos on their personal devices when in the care environment.
- Must ensure that children do not bring personal electronic devices into the care environment; this includes phones, iPad's, tablets and smart watches that can take photos or record videos.
- May withdraw their consent for their children to be photographed or videoed at any time

#### **Record Keeping**

Records of the authorisation of Service-authorised Devices will be retained for a period of three years.

Images of children must be destroyed upon the child's cessation of care or the closure of an Educator's service.

#### **Review**

The Nominated Supervisor, on behalf of the Approved Provider, will review the authorisation of Service-authorised Devices to Educators at intervals of no longer than three months.

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### *Record of the authorisation of Service-authorised Devices*

#### **Acknowledgement:**

*I have read, understand and agree to comply with the Photo and Camera Procedure.*

Educator: \_\_\_\_\_

\_Date: \_\_\_\_\_

#### **Authorisation of Service Authorised Devices:**

Device Type: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Declaration: *The Approved Provider has used their best endeavours to ensure that this device is configured to operate in line with AFDC's Photo and Camera Procedure.*

\_\_\_\_\_  
*Representative of Authorised Provider*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

#### **Authorisation of Service Authorised Devices:**

Device Type: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Declaration: *The Approved Provider has used their best endeavours to ensure that this device is configured to operate in line with AFDC's Photo and Camera Procedure.*

\_\_\_\_\_  
*Representative of Authorised Provider*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Device Type:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

*Declaration: The Approved Provider has used their best endeavours to ensure that this device is configured to operate in line with AFDC's Photo and Camera Procedure.*

\_\_\_\_\_  
*Representative of Authorised Provider*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### **Authorisation of Service Authorised Devices:**

**Device Type:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

*Declaration: The Approved Provider has used their best endeavours to ensure that this device is configured to operate in line with AFDC's Photo and Camera Procedure.*

\_\_\_\_\_  
*Representative of Authorised Provider*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### **Authorisation of Service Authorised Devices:**

**Device Type:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

*Declaration: The Approved Provider has used their best endeavours to ensure that this device is configured to operate in line with AFDC's Photo and Camera Procedure.*

\_\_\_\_\_  
*Representative of Authorised Provider*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*