

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *PHOTO and CAMERA PROCEDURE*

<b>Related Policy/policies:</b>	Authorisations and Refusals, Child Safe Code of Conduct, Child Protection and Child Safe Policy and Procedure, Enrolment and Orientation, Privacy, Social Media, Student and Volunteer Guidelines, Safe Use of Digital Technology and Online Environments Policy.
<b>Regulation/s/ Standards:</b>	Regulation 168 (2) (h and ha) National Quality Standard 5.1, 5.1.2, 6.1.2
<b>Related Procedures:</b>	Confidentiality, Marketing, Artificial Intelligence Procedure, Supervision.
<b>References:</b>	ECA Code of Ethics, ACECQA. Privacy Act 2000 National Model Code Guidelines
<b>Date effective</b>	October 2025
<b>Date for review</b>	October 2028
<b>Purpose</b>	To establish guidelines for the taking, displaying and distribution of digital images of children within Armidale Out of School Hours Care
<b>Responsibility</b>	The Approved Provider, Management, Responsible Persons, Educators and families.

#### **Key information:**

Armidale Out of School Hours Care management and staff acknowledge our responsibility to create and maintain a child-safe environment. As part of this commitment, we are proactive in addressing the challenges and risks related to taking, sharing, and storing images or videos of children during the delivery of education and care.

Out of School Hours Care services have not currently been included in the National Model Code and guidelines, on the basis that education and care is delivered in a unique service setting and primarily to an older cohort of children. However, our management and Educators are committed to upholding the principles outlined in the National Model Code of Conduct and has adapted relevant guidelines to suit the specific context of Out of School Hours Care.

Our approach to photography is intentional and respectful. Rather than simply taking pictures of children, we focus on capturing meaningful moments that authentically reflect their learning journey. We are mindful of what we photograph, aiming to highlight the process of learning, such as a child's hands engaged in an activity, rather than the child themselves.

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Photographs will primarily showcase children's work, their engagement in experiences, and the progress of their development. This purposeful approach not only documents learning in a respectful way, but also prioritises the safety and privacy of each child.

We are committed to using photography in a way that upholds our values of respect, dignity, and child protection and acknowledge that photos are classified as personal information under the Privacy Act 2000.

### **Responsibilities:**

#### The Approved Provider:

- Should take proactive steps to create a child safe environment in relation to images or videos that are taken or recorded while providing education and care.
- Must have policies and procedures in place that monitor the use of electronic devices.
- Should ensure that the service policies and procedures 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.
- Must take reasonable steps to protect personal information it holds from misuse, interference or loss and from unauthorised access, modification or disclosure.
- Must comply with their obligations to take reasonable steps to destroy or deidentify personal information when it is no longer needed for the purpose for which it was collected.

#### Responsible Persons and Educators:

- Must check that families have indicated whether they give permission for digital photographs and videos to be taken by the Service when they completed or updated Armidale OSHC's enrolment form.
- 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.
- Should involve children in decisions about their images and explain consent and privacy in an age-appropriate way.
- Must store and manage images and videos securely, limiting access to authorised staff only.
- Must regularly review policies and procedures, informing families of any changes.
- Must regularly review photos and videos within their electronic devices and delete images that are no longer needed.
- 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, staff should aim to take photos that do not include the children's faces.
- Must ensure that names or identifiers are not visible in children's photos.
- Must ensure that identifiable photos are not posted on social media, except where permission has been given.
- Must ensure that children do not use personal electronic devices while in the care environment; this included phones, iPad's, tablets and smart watches that can take photos or record videos.

### Families:

- Must indicate whether they give permission for digital photographs and videos to be taken by Armidale Out of School Hours Care, both when completing and updating their enrolment forms.
- Have the right to authorise or decline consent for any photos or videos of their child to be retained and used. This applies to any photos being displayed or stored at Armidale Out of School Hours Care service as well as photos included on Armidale & District Family Day Care's website or in Company promotions.
- Must not take photos of children in the care environment on their personal devices when they are in the care environment at Armidale Out of School Hours Care.
- Must ensure that their children do not bring personal electronic devices into the care environment, this included phones, iPad's, tablets and smart watches that can take photos or record videos.
- Must be aware that the Responsible Person and Educators require children to place these devices into the care of the Educators while in the care setting. Devices will be stored securely in Armidale Out of School Hours Care office and returned to families and guardians when they collect children from care.