

Photographs and Video Recording

SWISH Education

Background

Educators use photographs and videos to document and demonstrate children's learning, as well as to share celebrations and activities that occur at the service. However, they need to be ethical and comply with federal and state privacy and human rights legislation in the manner they obtain, store, use and share these images.

If a child is younger than 18 years of age, parental consent must be obtained and information provided to them on how and for what purpose the photograph or video will be used. Whenever possible, the child's consent should also be obtained.

Policy statement

This Policy sets out the way the Service uses photographs and videos of children taken at the Service. It ensures that no child or family is compromised in any way at any time. Photographs and videos are generally used to document the program, to communicate a child's learning to parents and as an intentional teaching tool to revisit learning.

Strategies and practices

- During the enrolment process parents are asked if they consent to their child being photographed and videoed by educators.
- Parents must provide SWISH with either consent to photograph or a recent photograph of their child if the child has a medical condition that requires a medical plan. This photo is used for the medical plan documentation only. These photos are kept in an area not accessible by students or the public and stores in a locked facility with the medical records when the service is not in operation.
- The Service uses the images for child medical files (if applicable), daily feedback reports using our reporting app 'Journeys' and to share information about Service activities.
- Only Service devices are used, for photography and these are kept secure at the Service. No private cameras, mobile phones or other devices are used.
- The Service will respect the wishes of any parent who does not wish their child to be photographed and ensure that this does not occur while the child is in attendance at the Service.
- The Service does not allow any party other than Service staff to video children.
- The Service does not allow any other individual (e.g. school photographer) to photograph any child at the Service without written permission from the child's parent or authorised nominee.
- Parents or family members visiting the Service are asked not to take photos of the children.

Photographs and Video Recording

- If the Service wishes to take photographs or videos of a child for promotional purposes, the parents will be approached personally. The photographs or videos will only be taken after the parent has completed the [Photograph – Video Release Form](#).
- SWISH instructs staff that any photographs taken are to be of the child's work and not the child. These may include hands but not faces or backs of head. The only exception to this is photographs taken for medical identification purposes.

Responsibilities of parents

- Not to photograph or video any child at the Service using a camera or mobile phone or other device.
- To provide photographic consent or a recent photo of their child if a medical condition exists.

Procedures and forms

- N/A

Links to other policies

- Child Protection and Risk Management Policy
- Educational Program
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Interactions with Families Policy
- Photograph – Video Release Form
- Privacy and Confidentiality Policy
- Students, Volunteers and Visitors Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	181	Confidentiality of records kept by approved provider
QA	1.3.3	Information for families are informed about the program and their child's progress
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	4.2.2	Professional standards guide practice, interactions and relationships
	5.1.1	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included
	5.1.2	The dignity and rights of every child are maintained
	6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	7.1.2	Management systems are in place to manage risk and enable the effective management and operation of a quality service

Sources

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.

Photographs and Video Recording

Further reading and useful websites

- Australian National Data Service (ANDS) – *Ethics, consent and data sharing*
<http://www.ands.org.au/guides/ethics-working-level.html> accessed 23 December 2017
- Office of the Australian Information Commissioner – <http://www.oaic.gov.au/> accessed 23 December 2017

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	2 May 2018	Rebecca Evans	Updated to support SWISH procedures.	2 May 2019