PHOTOGRAPHY POLICY

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1 NQS

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>QA4</td>
<td>4.2.1</td>
<td>Professional standards guide practice, interactions and relationships.</td>
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<tr>
<td>QA5</td>
<td>5.2.3</td>
<td>The dignity and the rights of every child are maintained at all times</td>
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2 EYLF

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<tr>
<td>LO1</td>
<td>1.1</td>
<td>Children feel safe, secure, and supported</td>
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3 Aim

To ensure the privacy of children and families is respected when any individual who is not a staff member or educator is taking photographs within the service.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Related Policies

Child Protection Policy (CHI-ADM-POL-009)
Educator and Management Policy (CHI-ADM-POL-017)
Enrolment Policy (CHI-ADM-POL-0022)
Parental Interaction and Involvement in the Service Policy (CHI-ADM-POL-042)
Privacy and Confidentiality Policy (CHI-ADM-POL-048)
Social Networking Usage Policy (CHI-ADM-POL-053)

5 Who is affected by this Policy?

Child
Families
Educators
Management

6 For Parents and Family Members

6.1 In relation to any parent or family member who is visiting the service with the intention to take photographs the service will ensure:

i. All families are notified in advance of when, why and by whom photographs may be taken in the service.

ii. All families are given the opportunity to object to their child being involved in any photographs, and that these wishes are respected.

iii. Any parent or family member may only photograph their own child unless given permission by another child’s parent.

6.2 The service accepts that families may want to display photographs of their own child on the internet; however we do not condone the display of photographs taken of children from other families.

6.4 The service will respect the wishes of all families who do not wish their child to be photographed and will be responsible for ensuring that the child is not photographed while in
attendance at the service. This may mean however, that the child may be removed from group situations where photos will be taken.

6.5 If a parent has given permission for their child to be photographed by anyone other than a staff member or educator, the service does not accept responsibility for the distribution or use of any photograph taken.

7 For any other Individual
The service does not allow any other individual visiting the service to take photographs of any child without written permission from the child’s parent or authorised nominee. An example of such an individual may be a School Photographer.

8 Sources
National Quality Standard
Early Years Learning Framework

9 Review
This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

10 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td></td>
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<tr>
<td>2</td>
<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<td>3</td>
<td>Feb 2014</td>
<td>Jun 2017</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 3 years.</td>
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