



Operational Policies

5.07 Photography and Video in Services Policy

Classification: Quality and Risk
Applies to: All Employees
Approved by: General Manager

Date: April 2023
Review Date: April 2025

Purpose:

- To provide guidance to all our services and stakeholders as to the appropriate use of photography and video/digital recording at the service.

References:

- Privacy Act 2020
- Employee Code of Conduct Policy
- Children's Act 2014
- Harmful Digital Communications Act 2015
- Kaitiaki Kindergarten ICT (Digital Communications) Policy

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers- are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres - are referred to as services
- Non-teaching employees - Other Employees
- The Association Privacy Officer is the person appointed by The Association to encourage compliance with the information privacy principles and deals with requests. This is the General Manager, or 2IC in the absence of the General Manager.
- The Services' Privacy Officer is the Service Leader unless the role is specifically designated to another team member, with the agreement of the General Manager.

Policy

The Association takes the safety and privacy of the children, their families and the employees at their services very seriously.

The Association is very conscious of the responsibility to ensure that any images (photograph or video) are not collected or distributed for inappropriate purposes.



The Association will ensure that image capture at their services, whether in the form of photo or video/digital recording is restricted to only be undertaken by authorised persons for an authorised purpose on an authorised device.

Procedure

1. At the point of enrolment parents/caregivers are given the opportunity to fully review the conditions under which photos and videos of their child may be recorded and can opt to give or decline permission for their child's image to be captured.
2. The Privacy Officer will automatically be the Service Leader, unless the role is designated to another member of the service team.
3. Notification of who the Privacy Officer is for the service must be posted on the Parent's Information Board.
4. The Privacy Officer must make a note of the children who cannot be photographed and ensure all staff are aware of the restriction.
5. The Privacy Officer must regularly review image capture practice in their service with staff and update the list of children.
6. Families must be reminded of the restriction on photographing and videoing in the service and seek permission through the service leader should they wish to capture images of their own child at the service.
7. Use of images on the service's Facebook page, in news articles and Association publications must always be formally agreed with the parents/caregivers of the children in the image either through an email or a written form for the specific purpose.
8. Employees, students and volunteers are not permitted to use personal devices including mobile phones, iPads, cameras or video recorders for capturing images or recording children in the service.
9. The only devices to be used to capture images of the children is that which is supplied by the Association for the specific purpose.
10. Families must be informed about privacy issues should they wish to copy any images from their Storypark account for other use.
11. Visitors must be informed of this policy on arrival should they expect to take photos or videos.



12. Student teachers must be informed of this policy in their induction and any photos that they wish to use in assignment work must be shown to the families and specific permission sought to be able to keep them as a record of their practicum. We would expect that they would have a template for this purpose as part of their teacher education programme.

Storage of Images

1. Images of children may only be stored on Association devices for the duration of the child's enrolment.
 - a. Exception to this exists where the child's image has been used to evidence planning, assessment or internal evaluation documentation for which their parent/guardian has given permission (at enrolment) for it to be used for such purposes.
2. Images of children may not be stored on an employee's, student's or volunteer's personal devices.
3. While images of children are stored on service devices, security must be a consideration and strategies should be in place to prevent access to them by unauthorised persons.
4. Any images of children stored on external hard drives, memory sticks, flash drives etc. must be password protected.

Signed:

General Manager

Date: 8/6/23

Endorsed by

Signed:

President of the Board

Date:

8/6/23