
ARANDA AFTERS ASSOCIATION INCORPORATED



PHOTOGRAPHY AND VIDEO POLICY

Implemented	Updated/Reviewed	Next Review Due By
June 2015		June 2018

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1 REFERENCES

NATIONAL QUALITY STANDARDS

4.2.1	Professional standards guide practice, interactions and relationships.
5.2.3	The dignity and the rights of every child are maintained at all times.

MY TIME, OUR PLACE

LO 1	Children feel safe, secure, and supported.
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2 AIM

Before we take and distribute photographs and videos of children using the Service we will obtain appropriate authorisations from parents to ensure the privacy of children and families is respected.

3 IMPLEMENTATION

3.1 The purposes of taking photographs and/or videos of children will be for:

- Display on the notice board at Aranda Afters.
- Inclusion in our newsletter.
- Increasing your awareness of what your child(ren) is/are doing at Aranda Afters through computer software such as Kinderloop.
- Placing publicity information on our website www.arandafters.com.
- Use by staff for teaching/training purposes.
- Sharing with other families who have their children enrolled at Aranda Afters.
- The purposes of taking photographs and/or videos of children will be for:

3.2 The Director and Approved Provider will ensure:

- Written authorisations obtained from parents cover why the photographs and videos of children will be taken and how they will be used.
- Parents authorise in writing the taking of photographs and videos of their child at the Service before any photographs are taken.
- Authorisation is obtained in relation to the taking of photographs and videos by educators and staff members at the Service.
- Parents' wishes in relation to the taking of photographs and videos of their children will be respected at all times and educators and staff do not photograph or video children where

parents have not authorised the taking of photographs and videos. This may require the child to be removed from group situations where photos will be taken.

- Written authorisations obtained from parents include advice that parents may withdraw their authorisation to take photographs and videos of their children at any time by advising the Director in writing.

3.3 The Director or Approved Provider will advise parents and families that:

- They may only photograph or video their own child at the Service unless given written permission by another child's parent to do so.
- We do not condone the display of photographs and videos taken of children from other families on the internet.
- Where parents have given permission for their child to be photographed or videoed by anyone other than a staff member or educator, Aranda Afters does not accept responsibility for the distribution or use of any photograph taken by the individual.
- Consent will be obtained for example, before any photographs and videos are used for purposes other than outlined in section 3.1 of this policy.
- Express consent will be obtained from parents before any photographs and videos of their child are used to publicise the Service in any other form than through our newsletter or website.

3.4 Appendix 1 - Photography and Filming/Video Permission Form is to be completed and returned to Aranda Afters by parents before photographs and/or videos of children are taken.

4 SOURCES

- National Quality Standard
- My Time Our Place

5 APPENDIX 1 - PHOTOGRAPHY AND FILMING/VIDEO PERMISSION FORM

At certain times throughout the year, the children attending our service may have the opportunity to be photographed or filmed in a range of our activities.

Section 3.1 of this policy outlines the purposes for which we require parental permission to take and/or use a photograph and/or video of a child during the course of our programming and activities.



Aranda Afters Association Incorporated

PHOTOGRAPHY AND FILMING/VIDEO PERMISSION FORM

Dear Parent(s)

At certain times throughout the year, the children attending our service may have the opportunity to be photographed or filmed in a range of our activities.

The purposes of this would be for:

- Display on the notice board at Aranda Afters.
- Inclusion in our newsletter.
- Increasing your awareness of what your child(ren) is/are doing at Aranda Afters through computer software such as *Kinderloop*.
- Placing publicity information on our website www.arandaafters.com.
- Use by staff for teaching/training purposes.
- Sharing with other families who have their children enrolled at Aranda Afters.

We would like your permission to use your child's photograph and/or video for some or all of the above purposes. Please complete the permission form on the next page and return to Aranda Afters as soon as possible.

Thank you for your continued support Aranda Afters.



Aranda Afters Association Incorporated

PHOTOGRAPHY AND FILMING/VIDEO PERMISSION FORM

Please return one permission form per child.

Child's name:

I give permission for my child to have their photograph taken for the purposes of (tick for each activity where you give permission):

- Display on the notice board at Aranda Afters.
- Inclusion in our newsletter which is sent to families who have children enrolled at Aranda Afters (**NB:** a copy of our newsletter is also placed on our website).
- Increasing my awareness of what my child is doing at Aranda Afters through computer software such as *Kinderloop*.
- Placing publicity information on our website www.arandafters.com.
- Use by staff for teaching/training purposes.
- Sharing with other families who enrol their children at Aranda Afters.

I give permission for my child to be filmed/videoed for the purposes of:

- Display at Aranda Afters.
- Placing publicity information on our website www.arandafters.com.
- Use by staff for teaching/training purposes.
- Sharing with other families who enrol their children at Aranda Afters.

- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the situations above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the Director at Aranda Afters.

Parent's Name:

Parent's Signature: Date: