

Policy

Photography

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including:

[Consent to publish media and creative work of children, students and the community](#)

[Consent to use media and creative work procedure](#)

[Social media guideline](#)

NQS

QA4	4.2.2	Professional standards guide practice, interactions and relationships.
QA5	5.1.2	The dignity and the rights of every child are maintained.

EYLF

LO1	Children feel safe, secure and supported
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Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

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.

Implementation

Upon enrolment parent/guardians are asked to complete a consent form granting or with-holding consent to:

1. their child being photographed/filmed by preschool staff for internal purposes, eg student assessment, portfolios, observations, end of year slide show
2. their child's photograph and/or photograph of their work to be placed on the Loxton Preschool Centre website
3. their child's photograph and/or photograph of their work to be placed on the Loxton Preschool Centre social media page, eg Facebook
4. their child being photographed or filmed, named and published by preschool staff and/or the media

5. their child's photograph to be placed on the class app, eg DoJo
6. Department for Education using likeness, image, voice, performance and/or creative work of their children on websites under a Creative Commons licensing by attribution, non-commercial licence

For parents and family members:

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

- All families are notified in advance of when, why and by whom photographs may be taken in the preschool.
- All families are given the opportunity to object to their child being involved in any photographs, and that these wishes are respected.
- Any parent or family member may only photograph their own child unless given permission by another child's parent.

The preschool 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.

People are requested not to publish any photographs of children on a public space, eg Twitter, Facebook, without the consent of the parents.

The preschool 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 by Department for Education staff while in attendance at the preschool. This may mean however, that the child may be removed from group situations where photos will be taken.

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

For all other individuals:

The preschool does not allow any other individual visiting the Centre to take photographs of any child without written permission from the child's parent or authorised nominee.

Exceptions to this are :-

1. Official preschool photographer who attends once per year to take professional photos of the child and class group for sale to the parent. In this instance the date that the official preschool photographs will be taken will be advertised prior to the event in the newsletter. Parents not wishing their child to participate are asked to notify the preschool.
2. Individuals nominated by the preschool to take photographs to be included on the preschool website. In the event of the individual using their own camera, the photographs must be downloaded onto the preschool computer and erased from their camera prior to leaving the Centre.

Note: Only children whose parents have signed the 'Permission for my child's photograph and/or photograph of their work to be placed on our preschool website' section of the Consent Form are to be photographed.

3. Parents given the preschool camera to take photographs of a special event being held at the preschool where staff are unavailable to do so, eg sports days, Olympathons , concerts

Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- [Consent to publish media and creative work of children, students and the community](#)
- [Consent to use media and creative work procedure](#)
- [Social media guideline](#)
- Consultation process completed and feedback included from children, staff, families and Governing Council members

Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/12/2016	Policy Developed	01/12/2018
Reviewed	2.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	3.0	29/06/2021	Updated in line with Department For Education policy changes	29/06/2023
Reviewed	4.0	31/12/2023	All links have been verified Updated in line with EYLF (v2.0, 2022), additional sources and class app usage	31/12/2025

Approved by Governing Council 31/12/2023 Director's Signature 