

E-10 Media

National Quality Standards (NQS)

2.2	Each child is protected
5.1.2	The dignity and rights of every child are maintained.
6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
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	Governance supports the operation of a quality service.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Education and Care Services National Regulations

Reg. 74	Documenting of child assessments or evaluations for delivery of educational program
Reg. 90	Medical conditions policy
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

1	Children have a strong sense of identity
1.1	Children feel safe, secure and supported

Policy Statement

At West Ryde BASC we aim to document activities to share with families and outer communities. Documentation may be in the form of photography, video or artworks from children being displayed in the Centre, newsletters, or website.

Related Policies

- Child Protection Policy
- Communication Policy
- Enrolment and Orientation Policy
- Family Participation and Communication Policy
- Maintenance of Records Policy
- Policy Development and Review Policy
- Privacy and Confidentiality Policy
- Programming Policy

- Relief Staff Policy
- Staff Orientation and Induction Policy
- Volunteers/students/visitors Policy

Procedure

At the time of Enrolment, parents/guardians will be asked for permission to take photos of their child/ren. This question is mandatory to complete on Enrolment.

The Centre will ensure children’s photos are only taken and/or displayed in the Centre, on the website or in the newsletter if we have permission from the parent/guardian.

We will ensure that if a child who we do not have permission to take a photo of, appears in a photo, that it is either deleted or cropped so the child is not seen.

No child’s name will be shown in artwork or within photos or video footage unless we have permission from a parent/guardian.

A list of all children that cannot have their photo taken or displayed in the Centre, website or Newsletter will be kept at the Centre at all times and all staff shall be made aware of this.

Staff are not to upload photos or videos of children onto social media.

The only exemption where a photo of a child may be displayed in the Centre, even without permission of parent/guardian, is if the child has an action plan. The reasoning for this is as it helps staff identify and reduce risk for the child (Reg. 90).

Sources

- Children and Young Persons (Care and Protection) Act 1998
- Education and Care Services National Regulations 2011
- Framework for School-Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Privacy Act 1988

Date Endorsed: 12/9/2022

Date of Review: 12/9/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202209	<ul style="list-style-type: none"> - Policy created in new format - Updated Procedure to include exemption of action plans - Removed displaying any children’s artwork that don’t allow permission with an exemption of if names are displayed 	Staff	