



# Wesley Out of School Hours Care policy

## Photography Policy

### 1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure the privacy of children and families is respected when any individual, staff member or educator is taking photographs within the service.

### 2. Scope

This policy applies to staff, children, families and visitors of Wesley OOSH as required by the Regulations and Standards listed below.

#### National Quality Standard

QA4	4.2.2	Professional standards guide practice, interactions and relationships.
QA5	5.1.2	The dignity and rights of every child are maintained.
QA7	7.1	Governance supports the operation of a quality service

#### National Regulations(r)

r181	Confidentiality of records kept by approved provider
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#### My Time, Our Place

LO1	Children feel safe, secure, and supported
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### 3. Policy statement

#### For Educators and staff

In relation to any educator or staff member taking photographs, they will ensure:

- Parent consent has been given for photographs to be taken of their child.
- Photographs will only be taken that show the child demonstrating skill development or educational learnings.

#### For Parents and Family Members

In relation to any individual, 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 service.
- 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.



#### **4. Principles**

Wesley OOSH 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.

Wesley OOSH 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.

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.

#### **For any other Individual**

Wesley OOSH does not allow any other individual's 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.

#### **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

#### **6. Consultation & Approval**

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.