



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 in line with the National Model Code.

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

All children attending our service are provided with a safe environment through the creation and maintenance of a child safe culture, and this extends to the safe use of digital technologies and online environments.

Children's wellbeing is paramount, and children will be actively involved in decision-making about the safe use of digital technologies and online environments at the service, including taking, using and sharing an image or video of themselves on a digital device, whether by an adult or a child.

Wesley OOSH management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of child abuse or maltreatment, including abuse or maltreatment that may occur through digital technologies and online environments.

Wesley OOSH will respect the wishes of all families who do not wish for 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.

Service-issued devices are to be securely stored and/or monitored at all times to ensure they are not accessed by children, families, volunteers or any other person entering the service and used inappropriately. Service-issued devices will be password or pin protected with access granted based on the staff members security profile. All images and/or videos taken on a service-issued device will be stored and destroyed in accordance with Wesley Mission's Information Security Management System Information handling manual and Records Management Procedure.

The Nominated Supervisor/Centre Coordinator will monitor service-issued devices regularly to ensure that they are being used appropriately and that there are no inappropriate images on the devices. In the event, inappropriate images are found on a device, or images have been shared inappropriately, these incidents are to be reported and investigated immediately.

CCTV is in operation at some services Wesley OOSH operates. The school is responsible for the monitoring, use, storage and destruction of these images.

For Educators and staff

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

- Parent consent has been given for photographs or videos to be taken of their child.
- Only service-issued devices are to be used to take images or videos of children while providing education and care and working directly with children.
- Personal electronic devices, such as mobile phones, smart watches, tablets that can take images or videos, are not to be in the possession of any person while providing education and care and working directly with children, unless for authorised essential purposes such as emergencies, health and family needs. All personal electronic devices are to be securely stored away during each session of care.
- Educators can provide their immediately family or emergency contacts with the service phone number should they need to be reached during a shift.
- Photographs will only be taken that show a child/ren demonstrating skill development or educational learnings whilst maintaining adequate supervision of the children. To minimise disruption to children's learning and play, photographs are to be taken from a distance or from behind, which allows for the de-identification of the children.

For Parents/Guardian and visitors

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

- For the protection of all children, **NO** photos and videos are to be taken of children within our service. Devices are to be stored securely before entering the service i.e. in a bag, or pocket.
- Parents/guardians are notified in advance of when, why and by whom photographs may be taken in the service for example school photographer.
- All families are given the opportunity to object to their child being involved in any photographs, and that these wishes are respected.

4. 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.

5. 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.