

PHOTOGRAPH AND VIDEO POLICY

Children have the right to be protected from the misuse of photographic and video images whilst at REED Services. To ensure the privacy of children and families is respected, REED Services will only use photographs and Videos of children to support their sense of belonging and to document learning and developmental progress with written authorisation from families. REED does not currently have CCTV at any REED Service location.

PURPOSE

We aim to ensure the collection and use of photographs and videos of children complies with privacy laws and related legislation. We are committed to creating and maintaining a child safe environment by adhering to the [National Principles for Child Safe Organisations](#).

SCOPE

This policy applies to the approved provider, nominated supervisors, educators, staff, volunteers, visitors and families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

R 160	Child enrolment records to be kept by approved provider and family day care educator	R 183	Storage of records and other documents
R 181	Confidentiality of records kept by approved provider	R 184	Storage of records after service approval transferred

THE APPROVED PROVIDER WILL ENSURE:

Compliance with the Education and Care Services National Law and National Regulations, and that REED Service policies and procedures align with the National Model Code. This includes the use of only service-approved devices to capture images or videos of children and the prohibition of personal electronic devices and storage media during education and care. Clear authorisation processes must be in place for any essential use of personal devices. All image and video files must be stored securely, with access restricted to authorised personnel only and destroyed as per the REED Photograph and Video Procedure

NOMINATED SUPERVISOR WILL ENSURE:

All educators, staff, students, and volunteers understand and comply with this policy, consistently upholding children's safety and privacy. The National Principles for Child Safe Organisations are embedded in daily practice, and children are supported to participate in decisions that affect them, including providing or withholding consent to be photographed or filmed.

The Nominated Supervisor ensures written consent is obtained from families during enrolment and that families are clearly informed about how images and videos will be used. They are also responsible for the secure storage and appropriate disposal of all images and recordings of children at the service following appropriate procedures.

EDUCATORS AND OTHER STAFF WILL ENSURE:

Only service-issued devices are used to capture images or videos of children. The use of personal devices for taking images or videos is not permitted under any circumstances. Any essential use of personal devices for other purposes must be pre-approved and must follow all established protocols. Images and videos taken are to support each child's sense of belonging and their engagement in the program. Educators will only photograph children where written consent has been provided by families and must refer to the confidential list of children who are not to be photographed.

Educators will ensure that families and visitors do not take images or videos while on the premises, and that students or other visitors do not access personal devices. All media content will be appropriate, respectful, and must never depict children in distress, in a state of undress, or in any way that could be perceived as sexualised. Educators play a critical role in protecting children's privacy and upholding a safe and respectful learning environment.

FAMILIES WILL:

Comply with the Service's adoption of the National Model Code by refraining from taking images or videos of children while on the premises, respecting the privacy of all children and following the Service's guidelines on photography and video recording. At enrolment, families will complete the relevant sections of the enrolment form and notify the Service in writing if they do not want their child included in specific photography or video opportunities. Images accessed through the Service's digital platforms, such as those used for learning documentation or special events, must not be shared, published, or distributed in any form, including on social media. Families have the right to withdraw consent for their child to be photographed or filmed at any time, for specific situations or events.

VISITORS AND THIRD-PARTY PROFESSIONALS WILL:

Only use devices issued by their institution or employer for work purposes; personal use is not permitted. Taking photos of children is strictly prohibited for third-party professionals. Students at REED services must use authorised devices and obtain permission from both families and the nominated supervisor before capturing any images of children and they must ensure that children's privacy is protected by taking only non-identifiable photographs.

BREACH OF POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment and may face disciplinary action. Visitors or third-party professionals who fail to comply to this policy may face termination of their engagement. Family members who do not comply with this policy may place their child's enrolment at risk and limit the family members access to the Service.

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
National Model Code	Code of Conduct Privacy and Confidentiality Policy Child Protection Policy Educational Program Policy Social Media Policy Personal Electronic Devices Policy Safe Use of Digital Technologies and Online Environment Policy Child Safe Environment Policy	Child Protection procedure Safe Use of Digital Technologies and Online Environment Procedure Personal Electronic Devices Procedure

SOURCE

Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#)
 Australian Children's Education & Care Quality Authority. (2024). [Taking Images or Videos of Children While Providing Early Childhood Education and Care. Guidelines for the National Model Code.](#)
 Byrnes, J., & Wasik, B. (2009). Picture this: Using photography as a learning tool in early childhood classrooms.
 Education and Care Services National Regulations. (Amended 2023).
[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
September 2025	<ul style="list-style-type: none"> • Legislation Update • Modification of template • Revision of content (succinct and explicit) 	September 2027