

LIBERTY AVENUE THREE YEAR OLD KINDERGARTEN INC.

Postal address: PO Box 2292, Rowville. Vic. 3178

77 Liberty Ave Rowville 3178

Ph: 9764 4746

ABN: 99 194 430 580

Email: libertyavenue3yo@gmail.com

Website: www.libertyavenuekinder.com.au

Children's Services Centre Registered No. SE: 40025618

Inc. Registered no. A0030540B

Background information

Photographs and videos are classified as 'personal information' under the *Privacy and Data Protection Act 2014*.

The purpose of this permission form is to:

- notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.
- comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the approved provider, nominated supervisor, persons in day to day charge, early childhood teachers, educators, staff, parents/guardians, volunteers or students on placement
- enable photographs/videos of children to be taken as part of the program delivered by the service, whether group photos, videos or photos at special events, excursions etc.

PHOTOGRAPH & VISUAL IMAGE POLICY

Your child's name, photographs and visual images may be used/taken by **educators** for several different purposes when at kindergarten. These would include the following:

- For individual records and program evaluation;
- For program reflection and planning using the OWNA app, allowing families to view and respond to the educational program, only with written parental consent;
- For use as language stimulus – visual cue cards.
- To make books relevant to the children's experiences at kindergarten. Some books will only be used within the pre-school; some may be sent home on a rotational basis with the children so that they can share their experiences with their families.
- To create gifts for the children's families eg. Mother's Day, Father's Day & Christmas.
- To commemorate the children's birthdays, if celebrated at kindergarten.
- To visually record special events at kinder, so that we can later draw on these experiences and use the photographs as visual stimulus for memory and language stimulus.
- In the case of severe injuries, we may take a photograph to support our accident and injury records. These would be kept in each child's confidential individual records.

There are some occasions where **other people** may take photographs of the children whilst at kindergarten. These would include the following:

- Group photography session – each year, professional photographers from "Schoolpix" visit on a predetermined date to take photographs of the children as they participate in activities, they also take a portrait shot and a group shot that has the children's names printed on it. On line access to these photographs are available to parents for approval and selection Prior to printing using a unique access code issued per family – they can purchase as few or as many photographs as they wish.
- End of year concert – Each year we hold an end of year concert to mark the completion of a year at kindergarten. We invite the families of the children attending to come along to watch & listen to us as we sing some of our favourite songs. On this occasion, parents are invited to photograph and/or video the concert, to keep as a memento of their child's year at kindergarten.
- It is a condition of recording that no images of children taken in the preschool are to be shared on social media or online platforms

Types of photos educators will take:

Educators will use the kindergarten's iPads to record all visual images.

Processing:

All photographs are processed and printed from the kindergarten's lap top computer or iPads.

Disposal:

- Some photographs are given to families in the form of gifts or in the children's portfolios;
- All photos are erased annually from the iPads and laptop computer
- All photographs on the computer are deleted at the end of the kindergarten year;
- All printed photographs that are not distributed to families will be shredded and disposed of.
- Photographs that form part of the children's individual records are archived for 3 years, after which they are deleted, shredded and disposed of.
- Access to the OWNA app is only available during the year of attendance. Access will cease 30th December in the year of attendance.

Advertising, electronic media, social media and the broader community:

- These include our Liberty Avenue Three Year Old Kinder website, Facebook Page, Electronic newsletters that are emailed to families, The Rowville Lysterfield community News, and advertising fliers promoting our service.
- Initially an expression of interest consent is included in your enrolment information form –Parents/guardians will be approached before any image is used in the wider community and an individual Photo and visual image waiver consent form will need to be signed before any image will be published in the community.

AUTHORISATION

This policy was adopted by the provider of liberty Avenue Three Year Old Kindergarten Inc. on 15/11/2023

REVIEW DATE: 01/11/2024

Appendix 1

LIBERTY AVENUE THREE YEAR OLD KINDERGARTEN INC.

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Acknowledgement of terms & conditions of Photograph & visual image policy

Please note: this document can be found in the centre Policy Document or on the Liberty Avenue Three Year old Kindergarten website at www.libertyavenuekinder.com.au

Part 1: Within the kindergarten and for programming and educational purposes:

I give permission for my child's name and photograph to be taken & used by educators at Liberty Avenue Three Year Old Kindergarten staff for the following purposes:

- Program documentation and evaluation;
- Language stimulus displays and visual cue cards;
- To contribute towards books to be used within the centre;
- To contribute towards books that may be sent home on a rotational basis for the children to share with their families;
- To create gifts for family members;
- To commemorate children's birthdays;
- To commemorate special events/ visitors/entertainers at kindergarten;
- To document serious injuries.

I have read and understood the photograph & visual image policy in the centre's policy document and agree to the above mentioned terms.

◆ Parent/guardian's Signature _____ Date _____

Parent/guardian's name _____

Part 2: Special events and class photos:

I give permission for other people to take photographs of my child under the following circumstances:

- At special events such as the end of year concert, including other parents and family members.
- For the group photography session, using a professional photographer from "Schoolpix".

I agree that I will not post photographs taken at the kindergarten that contain images of other children on any social media forums.

Furthermore, I agree that if I choose for my child not to be photographed for the end of year concert, I will make alternate arrangements for my child on this day as it would be impossible for them to be included in the concert without being photographed.

◆ Parent/guardian's Signature _____ Date _____

Parent/guardian's name _____

Part 3: Social media and advertising:

I give permission Liberty Avenue Three Year Old Kindergarten to approach me regarding using images of my child for advertising purposes in the following forms of media (**please circle**):

Website www.libertyavenuekinder.com.au Yes/No

Facebook page – Liberty Avenue 3year old Kindergarten. Yes/No

Rowville Lysterfield Community News articles. Yes/No

Community advertising board at the front of the centre. Yes/No

Newsletters to families (Printed and electronic). Yes/No

Please note that an additional visual image waiver form will also need to be signed giving permission for each individual image before any images are used or published. This section is to ask if you are open to the suggestion of including your child's image in our broader community awareness campaign.

◆ Parent/guardian's Signature _____ Date _____

Parent/guardian's name _____