

2.13 Use of Photographic and Video Images of Children Policy

The service acknowledges the privacy of families and right to give approval for the use of photographic and video images of their child that support and promote their involvement in relevant programs and activities. Parent/carer permission is obtained prior to any photographs/videos of children being taken or displayed.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
 - *Regulation amendments 01 September 2025*
- *Family and Child Commission Act 2014*
- *Privacy Act 1988 and Regulations 2013*
- *Child Protection Act 1999 and Regulations 2000*
- *National Quality Standard, Quality Area 1 – Educational Program and Practice*
- *ACECQA National Model Code for Taking Images and Videos of Children*
- *Policies: 2.1 - Respect for Children, 3.2 - Program and Documentation Evaluation, 3.10 – Ethical Observations and Documentation, 9.2 - Enrolment, 10.8 - Information Handling (Privacy and Confidentiality), 10.12 - Information Technology.*



Procedures

Taking, Use, Storage and Destruction of Images & Videos

Parents/carers shall be required to authorise permission for images of their children to be taken and used by the service on relevant enrolment forms and documentation.

Parental and/or carers special permission will be requested for photographs taken and intended to be used for promotional purposes outside of the local community.

Employees of the service shall only be permitted to photograph children using equipment owned solely by the CKC or school (if shared equipment). *Access to photo and video files on centre devices by management team or supervised by a member of the management team.*

Processing of photographs shall be conducted at professional photographic laboratories or within the service using the printing equipment available.

Storage of photographs and videos are to remain on centre devices (i.e. mobiles, tablets and computers) and applications (i.e. Xplor, Canva, etc.). Files are not to be disseminated to unauthorised parties.

Audits of devices and applications containing images and videos of children will occur each term and images and videos no longer required for purposes of newsletters, recordkeeping, or other relevance, will be deleted/destroyed.

Children's Personal Electronic Devices

To protect the privacy of families, children will be encouraged not to photograph other children or educators with their own electronic devices.

Surveillance Devices (i.e. CCTV)

Currumbin State Primary School and Currumbin Kids Club does not utilise any surveillance devices such as CCTV. The school will advise Currumbin Kids Club if they install surveillance devices in the future and advise Currumbin Kids Club on their policies and procedures surrounding the use of surveillance devices. Currumbin Kids Club requires the permission of the school and Approved Provider to install surveillance devices. Should surveillance devices be installed at any point, Currumbin Kids Club will develop new policies and procedures addressing the use of surveillance devices as required by the Education and Care Services National Regulation amendments.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	March 2021	May 2021
		January 2022	June 2022
		May 2025	May 2025
		August 2025	November 2025