

## Photography

Kindergarten is a time where memories are made in a safe, caring and fun environment. We all appreciate and respect that parents/guardians, grandparents etc wish to capture these moments on film.

In order to respect the wishes of all families attending the kindergarten and or the playgroup program the following e-mail/ photograph / video policy has been created.

Upon enrolment all parent(s) are given the option to consent to their child(ren) being photographed for media / promotional purposes and / or for their child(ren) to be photographed and displayed in the kindergarten and published in its newsletter. This consent can be changed by the parent(s) at any stage whilst at kindergarten/playgroup, please see a staff member if you wish this to occur.

During sessional / operational times – 8.30 am to 3.30 pm and on excursions parent(s) wishing to film/photo their child(ren) continue to be more than welcome to do so. We request that if the photographs/film are to include other non family members that endorsement is sought from the parent of the child(ren) directly prior to taking a photo/film. This is to ensure that individual family wishes are respected. For this reason we request photos involving non family members and taken at kindergarten, or associated events, are only 'uploaded' onto internet media sources such as Facebook, Twitter etc upon written/verbal consent from those child(ren)'s parents/guardians. This procedure is also requested for extended family members and/or friends. Thank-you in anticipation for your understanding in this matter

Please note that staff reserve the right to seek verbal endorsement from the child(ren) parent(s) if extended family members arrive "unannounced" during sessional / operational times.

In after hours situations, such as end of year celebrations, we seek parental understanding and sensitivity to the rights of others with the onus on parent(s) whether their child(ren) will be included in photos outside their immediate family.

For obvious reasons we request that photos / filming does not take place in the nappy changing / toilet area of the kindergarten. Similarly we request parents refrain from e-mailing and/or providing copies to the kindergarten/playgroup photographs of children and in particular NO emailing and/or providing copies to the kindergarten/playgroup photos of children in situations of various degrees of 'undress' i.e in the bath and/or in the nude. Thank-you in anticipation for your understanding in this matter

This policy is separate to the group / individual photographs taken every year at the kindergarten by a professional photographer. Please note there is no obligation to purchase such photographs.

Reviewed (by staff): March 2017

Next Review: March 2018