

**PHOTOGRAPH PERMISSION FORM
COMMUNITIES@WORK
CHILD CARE AND EDUCATION CENTRES**

Purpose

Communities@Work seeks permission from the families of children attending any of the eleven (11) Child Care and Education Centres to take and use photographs of their children at the Centres **for the following purposes:**

- Displays, within the Child Care and Education Centre.
- Child Care and Education Centre Newsletters (**published in hard copy**), which includes photographs of children attending the Centre to enhance the relevance of topics discussed.
- Child Care and Education Centre Newsletters (**published electronically on C@W website on the relevant Centre's web page**), which includes photographs of children attending the Centre to enhance the relevance of topics discussed.
- Communities@Work Newsletters (**published in hard copy**), which are distributed throughout the C@W organisation and wider community.
- Communities@Work Newsletters (**published electronically on C@W website**), which can be viewed by the public accessing the C@W website.
- Communities@Work general website pages (**website: www.commsatwork.org**). Note that this may be in addition to a photograph of your child being published in the Centre's Newsletter website page.
- Promotional posters/ pamphlets, Annual Reports, media articles including newsletters from other organisations and newspapers.
- Learning Journeys / Portfolios - a document created by the Child Care and Education Centre for each child attending the Centre which depicts the child involved in program activities.
- Hard copies of photographs which your child may be in and which may be given to families of other children in the photograph.

Please indicate your consent by placing a tick and your initials next to each area you agree to above, in relation to your child.

CONSENT BY PARENT/GUARDIAN:

Please tick and sign below to indicate:

- That you understand that your child's photograph may be used for the purposes C@W have indicated and that the photographs may enable others to identify your child

- Your consent for the use of photographs of your child for the purposes and uses as indicated above.

- Agree to your child's name being included in the caption, if provided.

I _____ give consent for photographs of
(Please print - Parent/Guardian's name)

_____ to be taken and used for the purposes outlined above.
(Child's name)

(Parent/Guardian's Signature)

(Date)

RECEIPT BY COMMUNITIES@WORK

Received at Child Care and Education Centre

Received by: _____ (Print staff member's name)

Signature: _____

Date: _____

USE AND DISCLOSURE STATEMENT

You will have access to all photographs which are taken of your child and which are used for any of the purposes that you have indicated.

Child Care and Education Centre Newsletters

Newsletters are prepared by the various Child Care and Education Centres on a quarterly basis and are available in **hard copy** to families of children attending the Centre and are published on the relevant Centre's web-page, **ie, in electronic format.**

Learning Journeys / Portfolios

These are prepared by the Centre for each child attending the Centre and are used for developmental records. The Learning Journeys / Portfolios are shared with the individual children's families, however, photographs of your child in a group of children may appear in another child's Learning Journey/ Portfolio.

Personal Information

Aside from the picture itself, the Centre will not disclose any personal information about any children in any photograph taken by the Centre unless the Centre has obtained the prior consent from the parent/guardian of the child in the photograph. We will seek your consent in each instance, as required.

Origin

This Permission Form relates to photographs taken by staff of the Communities@Work organisation and by the general media, to be used for the purposes you have indicated.

Access

You may, at any stage, request access to photographs of your child taken by the Centre's staff. If you require access to photographs taken, please contact the Centre Manager.

You may also, at any time, request that the Centre cease using photographs of your child for any purpose by sending a written request to Communities@Work, c/o the Child Care and Education Centre your child attends, PO Box 1066, Tuggeranong, ACT, 2900 or by email to A1care@commsatwork.org

Withdrawal of consent to the use of photographs of your child will not affect nor apply to any publication, document or booklet prepared by the Centre **prior to the date of that withdrawal.**

Security

All photographs (hard copy and electronic) taken by the Centre will be stored in appropriate, secure files within the Centre. The signed permission form will be stored in an appropriate secure file.

Further information

You can obtain a copy of the Communities@Work's Privacy Policy by contacting Communities@Work directly.

Copy for your Records

Once received by the staff member, a copy of this form will be provided to you for your records.