

Public Photos and Media Procedure – Preschool

Rationale

The purpose of this procedure is to ensure the safety, privacy and wellbeing of preschool children when photographs or videos are taken during school events, assemblies or within the preschool environment. Preschool children are particularly vulnerable due to their age. Rosebery Preschool is committed to maintaining strict privacy practices that align with National Law and Department of Education expectations.

Policy Statement

Rosebery Preschool prioritises child safety and privacy at all times.

Preschool children:

- Will not be featured in public social media platforms (including school Facebook pages).
- Will have limited and controlled image sharing via approved platforms only.
- Will not be photographed by families or visitors within the preschool environment.

Legislative Requirements

This procedure supports compliance with:

- Education and Care Services National Law – Sections 165 & 167
- Education and Care Services National Regulations – Regulations 84, 155, 168
- National Quality Standards – QA2 (Children’s Health and Safety), QA6 (Collaborative Partnerships with Families)
- Privacy and Information Sharing Guidelines (NT Department of Education)
- United Nations Convention on the Rights of the Child (Article 16 – Right to Privacy)

Implementation

Assemblies and Whole-School Events

- Preschool classes will sit at the **back of assemblies** to reduce visibility in wide-angle public photographs.
- Preschool students will not be individually identified in whole-school event photography.



- Where photography occurs at assemblies, staff will remain positioned near preschool students to monitor.

Social Media (e.g. School Facebook)

- Preschool students will **not be featured on Facebook or other public social media platforms.**
- Group photos including preschool students will not be uploaded.
- If a whole-school photo is published, preschool students will not be identifiable.

Seesaw and Approved Communication Platforms

- Photos shared on Seesaw will:
 - Be limited to individual children only, where possible.
 - Avoid identifying other children in the background.
 - Be shared only with the child's own family.
- Staff will check consent records before sharing any image.

No Phones in Preschool Rule

- Families and visitors are not permitted to use mobile phones within the preschool environment, including:
 - Taking photos of their own child.
 - Taking videos.
 - Capturing group moments.
- Families wishing to take first-day photos or special occasion photos must do so outside the preschool gates.

This expectation is:

- Communicated clearly to families via enrolment information.
- Reinforced through Seesaw posts and newsletters.
- Reminded verbally when required.
- Visual reminders on all entry points and communication boards



Staff Responsibilities

Staff must:

- Follow Department and school media consent processes.
- Ensure preschool children are not photographed for public platforms.
- Monitor assemblies and events where photography may occur.
- Immediately address unauthorised phone use in preschool.
- Report any privacy breach to the Principal.

Managing Breaches

If an unauthorised photo or video is taken:

1. Staff will politely request the device be put away immediately.
2. The person will be asked to delete the image in the presence of staff.
3. The incident will be documented.
4. The Principal will be informed if required.

Effective:

Term 1, 2026

Date of Next Review:

Term 1, 2027

This procedure will be reviewed annually or earlier if legislation or departmental guidance changes.

Developed by:

Preschool Teacher in Charge

