

## POLICY STATEMENT

Mallee COGS acknowledges that the use of digital cameras and video recorders as integral pieces of recording equipment for documenting a child's learning and reporting to parents. However the Service is also acutely aware that digital photos may be used inappropriately if uploaded onto the Internet or accessed by unauthorised persons. The Service will comply with all Southern Mallee District Council policies and procedures relating to inappropriate use of recording equipment and ensure through its procedures that compliance is sustained.

For the purpose of this Policy "parents" includes parents, guardians and families.

## Rationale:

Photographs and video recordings provide an accurate record of a child's development whilst attending the Service. By providing "in the moment" information to parents, they are able to discover the progress their child is making over the time they use the Service.

## Children need a method of:

- Demonstrating new skills during a session
- Celebrating new knowledge and experiences explored
- Recording their contribution in the Service community.

## Parents need:

- Accurate information on the progress of their child
- Confidence that once their child finishes that digital information will be destroyed
- Access to photos they would not normal have documenting their child growing and experience a range of learning experiences.

## Staff need a method of:

- Recording new skills discovered and honed
- Demonstrating curriculum delivery
- Supporting learning programs
- Presenting relevant information to parents.

## Other Relevant Policies / Procedures:

Digital cameras, videos and Photos Policy 1.02.01.

## National Quality Framework

QA1 Educational Program and Practice		
Standard 1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.
Element 1.3.1	Assessment and planning cycle	Each child's learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.
Element 1.3.2	Critical reflection	Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.

## Education and Care Services National Regulations

- Regulation 74 – Documenting of child assessments or evaluations for delivery of educational program.

Policy Name and Version No.	Digital Cameras, Videos And Photo's Policy 1.2
Previous Policy Review Date	September 2013
Current Policy Review Date and Resolution No.	June 18 - 04/0618
Next Policy Review Date	June 2020
Responsibility	COGS Child Care Coordinator