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| **Example: Policy on Using Images of Children** |
| ***[Organisation name]***  ***Policy on Using Images of Children*** |
| This Policy outlines *[organisation name]* protocols for taking and publishing (in print or online) photos of children and young people up to 18 years of age.  We aim to protect the safety and privacy of **child performers** by:   * obtaining informed consent from a parent (including carers or legal guardians) and child (if 15 years of age or older) for the use of images of child performers   + Consent will be sought prior to taking or publishing images. Signed consent forms will be sought from parents/carers/legal guardians and we will provide details on how and where the images will be published, and if images will contain identifying or personal information about the child (e.g. school uniform, name, hobbies). Images containing identifying or personal information will be avoided where possible. * informing parents, carers or legal guardians if the organisation wants to film or take photos of children for analysis purposes or to improve performances * ensuring that if photos or filming of child performers is going to take place at a venue different from the usual workplace venue, that a parent, carer or legal guardian has agreed to be present or their consent has been provided for the supervisor to be present instead * making sure professional photographers are aware that any images taken will remain the property of *[organisation name]* and cannot be used or sold for other purposes. Any digital files must also be destroyed or handed over to *[organisation name]* * making sure photographers are not left unsupervised with children or have individual access to children * avoiding the use of images of children in minimal clothing (e.g. revealing costumes) * providing details to parents, carers and legal guardians on who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in taking or publishing images.   We aim to protect the safety and privacy of **child audience members or education program participants** by:   * using the Terms and Conditions of purchase and placement of a notice in a prominent position at the venue to make ticket holders aware that professional photographers may be engaged for official and marketing use * making parents, carers or legal guardians of education program participants aware that professional photographers may be engaged for official and marketing use * only publishing images that do not contain identifying information about children (e.g. school uniform, name) unless consent from parents/carers/legal guardians has been obtained * making sure professional photographers are aware that any images taken will remain the property of *[organisation name]* and cannot be used or sold for other purposes. Any digital files must also be destroyed or handed over to *[organisation name]* * making sure photographers are not left unsupervised with children or have individual access to children * providing details to parents, carers and legal guardians about who to contact if they have concerns or complaints regarding the use of inappropriate images or inappropriate behaviour in taking or publishing images. |