Example: Policy on Using Images of Children

This template should be amended and expanded upon as applicable to your organisation’s individual circumstances, taking into account mitigating factors (including but not limited to):

* size of organisation
* level of engagement with children (e.g. regularly employ child performers, regularly run education programs, occasionally hire out venue for school performances, occasionally have child audience members that may be unsupervised)
* type of engagement with children (e.g. performers, employees, work experience, education program participants, audience members)
* exposure to risks of harm in the organisation (e.g. transport of children)
* state legislative requirements (e.g. child employment, WH&S).

|  |
| --- |
| [Organisation name]Policy on Using Images of Children |

This Policy outlines [O*rganisation name*]’s protocols for taking and publishing (in print or online) images 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/carer and child (if 15 years of age or older) for the use of images of child performers[[1]](#footnote-2) *[Please refer to explanatory footnote]*
* Consent will be sought prior to taking or publishing images. Signed consent forms will be sought from parents/carers and child aged 15 years or more. 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 if *[Organisation name]* wants to film or take photos of children for analysis purposes or to improve performances
* ensuring that if photography or filming of child performers is going to take place at a venue different from the usual workplace venue, a parent/carer 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 – both intentional and accidental)
* providing details to parents/carers 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 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 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 parent/carers about whom to contact if they have concerns or complaints regarding the use of inappropriate images or inappropriate behaviour in taking or publishing images.

## Review

This policy was approved *[insert date]* and last reviewed *[insert date]*.

1. Explanatory note: Delete once your Policy is finalised. The reason we have set this at 15 years of age is in reference to NSW and Victorian Child Employment laws. In some states/territories, certain legislation allows children aged 15 years and older to consent to other matters such as medical matters and employment. Age of consent laws also exist in each state/territory and varies between 16 or 17 years of age. [↑](#footnote-ref-2)