

MEDIA AUTHORISATION - CHILD

Our Service has a responsibility to ensure we remain compliant with regulation requirements and Privacy Laws by obtaining written authorisation to capture, use, store and destroy images and videos of children.

Only authorised educators, staff and approved visitors are permitted to take images and videos of children whilst on our Service premises. Access to stored images and videos is restricted to authorised educators, staff or authorised officers (e.g. Department of Education Officer).

Children's images and information may be included in media, such as photographs, video and audio, used to document children's learning and share experiences with our broader community. Images and videos may be shared via our Service's public website, newsletter, social media accounts on networks such as Facebook and Instagram, special events and online programming app Xplor. Our Service is committed to adhering to our *Safe Use of Digital Technologies and Online Environments Policy* and *Privacy and Confidentiality Policy* and ensure that identification of a child, where applicable, is by first name only.

This authorisation form is effective for the duration of your child's enrolment at the Service; however, authorisation may be withdrawn at any time with written notification. Digital data stored at the Service will be destroyed in accordance with the *Record Keeping and Retention Policy* and procedure.

Please note: *Published information on public websites and social media can be accessed by third parties and be discoverable online for many years, if not permanently.*

Preeti Virk

Centre Manager/Nominated Supervisor

Media Authorisation

Please select:

- ☐ I **provide** authorisation for First Five Early Learning Tarneit to capture, use, store and destroy my child's images and videos in accordance with the information listed above
- ☐ I **provide** authorisation for my child's images, videos and information (first name only) to be shared publicly in accordance with the information listed above
- ☐ I provide authorisation for my child's images,) to be used on the First Five Early Learning website which is visible publicly.
- ☐ I **do not** provide authorisation for First Five Early Learning Tarneit to capture, use or store images or videos of my child
- ☐ I **do not** provide authorisation for my child's images and videos to be shared publicly
- ☐ I do not provide authorisation for my child's images to be used on the First Five Early Learning website which visible publicly.

I acknowledge this authorisation and have carefully considered all privacy implications on behalf of my child. I understand this authorisation may be revoked at any stage, provided for in writing.

Child's full name		Age	
Parent/Guardian 1 name		Date	
Parent/Guardian 1 signature			
Parent/Guardian 2 name		Date	
Parent/Guardian 2 signature			