Windermere Family Day Care (FDC) 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 and Windermere staff are permitted to take images and videos of children whilst on our FDC premises and **only on approved** FDC devices. Access to stored images and videos is restricted to authorised educators, staff and authorised officers (e.g. Department of Education).

Windermere FDC Service is committed to adhering to our *Safe Use of Digital Technologies and Online Environments Policy* and *Privacy and Confidentiality Policy.* We are committed to ensuring that identification of a child in relation to images and recordings, and where applicable, is by first name only.

This authorisation form is effective for the duration of your child’s enrolment at the FDC Service, however, authorisation may be withdrawn at any time with written notification. Digital and physical (printed) data collected and stored by FDC, will be destroyed in accordance with our *Record Keeping Policy*.

**This form is to record consent provided by the parent/guardian for the purpose   
of taking, sharing and storing images and recordings of children on approved FDC devices only.**

|  |  |  |  |
| --- | --- | --- | --- |
| **CHILD DETAILS** | | | |
| Child’s Name |  | Date of Birth |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FAMILY DETAILS** | | | |
| Parent/ Guardian Name |  | | |
| Phone Number |  | Email Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATOR DETAILS** | | | |
| Educator Name |  | | |
| Address |  | | |
| Phone Number |  | Email Address |  |
| **EDUCATOR USE**  **Platforms/processes used by the Educator to share images or recordings of children, document children’s learning journey and complete educational program and planning:**   |  |  |  |  | | --- | --- | --- | --- | | **Platform/application** | **Intended use/purpose** | **Link to platform/application privacy policy** | **Consent to share/use images/recordings of child via this mode** | | e.g. Hubworks | Programming/planning  Individual observations | [HubHello](https://www.hubhello.com.au/content/privacy) |  | | e.g. Pic Collage | Creation of collages for display | [PicCollage Company](https://picc.co/privacy) |  | | e.g. Planning book | Programming/planning  Individual observations | Hard copy not relevant |  | | e.g. Printed portfolio | Documenting the child’s learning journey. | Hard copy not relevant |  | | | | |
| **PARENT/GUARDIAN USE**  **I provide consent for images and recordings of my child for the purpose of learning and development to be taken whilst in care at the service and to be shared with me via the platform/s noted above.**  **Please tick one:**  **YES**  **NO**  **I understand that in providing consent for the above, other children in the service may feature in the same photos, videos, and/or observations as my child. In these cases, families are never to duplicate or upload photos to the internet/social networking sites or share them with any other individual.**  **SIGN OFF**  **This authorisation form is effective upon signing and for the duration of your child’s enrolment at the FDC Service. Authorisation can be withdrawn at any time in writing.**  **I authorise ………………………………………………………………… (Educator’s Name) to collect, store and use images/recordings of my child as identified on this form.**   |  |  |  |  | | --- | --- | --- | --- | | **Parent/Guardian Name** |  | **Date** |  | | **Parent/Guardian Signature** |  | | | | **Educator Name** |  | **Date** |  | | **Educator Signature** |  | | | | | | |