City of Casey | CASEY KINDERGARTENS

How We Manage Images, Videos and Audio of Children



Working together to protect children's privacy, safety and learning

Welcome

At Casey Managed Kindergartens, we take the privacy, safety and wellbeing of children seriously.

Images, videos and audio recordings can help educators document children's learning goals, celebrate achievements, and share important moments with families. However, we recognise that images of children are personal information and must be managed carefully and respectfully.

Our goal is to ensure families can make informed decisions about their child's information.

This guide explains:

- why photos, videos and audio of children may be taken
- how they are used
- where they are stored
- how long they are kept
- what Storypark is and how it works
- your choices and consent

We take children's privacy seriously

Images, videos and audio recordings of children are personal information.



We are committed to protecting every child's:

- privacy
- dignity
- safety
- rights

Our teachers and educators are trained to ensure images are used respectfully and only when they support children's learning, development, wellbeing and safety.

Link: Privacy Policy | City of Casey

How we collect images of children



To help keep information secure:

- consent is obtained at enrolment
- only authorised Casey Managed Kindergartens staff can take photos, videos and audio recordings
- staff can only use approved City of Casey devices
- personal phones and private devices are not permitted
- photos can only be taken for approved educational purposes
- children are always treated respectfully, and images are never taken in private or sensitive situations

Why do we take photos, videos and audio?

At Casey Managed Kindergartens, we only take photos, videos or audio when there is a clear learning, wellbeing, safety or service need.

Parents and carers can make an informed decision about whether they wish to provide consent. Sometimes, a photo of your child is required by the service to meet these requirements regardless of consent. In these situations, staff will follow the relevant legal requirements and approved Council processes to ensure the safety of the child.

Images, videos and audio recordings may be used for:



1. Children's learning

- support learning and development
- document learning, play and achievements
- create learning stories and portfolios
- share learning with families through Storypark
- create kindergarten displays
- support inclusion

2. Compliance and regulatory requirements

Sometimes photos may be needed as part of an official kindergarten record or to meet legal requirements. Photos may be used to:

- record incidents or injuries when required
- support child safety
- meet legal and regulatory requirements
- maintain official kindergarten records only

3. Health, safety and wellbeing

In some circumstances, photos may be required to support a child's health, safety or care needs. Photos may be used to:

- support medical and health needs
- assist with allergy and anaphylaxis management
- support child safety and wellbeing requirements
- help staff identify children

Photo-free approach

Some of our kindergartens may choose a photo-free approach.

Families will be told if their kindergarten chooses a photo-free approach.

This means educators do not take photos, videos or audio recordings for everyday learning records or Storypark.

Families will still receive meaningful updates about their child's learning through written observations, children's words and ideas, artwork, conversations and learning stories.

In limited situations, a current photo may still be needed to support a child's health, safety, care or identification, or to meet legal requirements.



How we keep information safe

We use secure systems and processes to protect children's information.

This includes:



using approved City of Casey systems and devices only



restricting access to authorised staff



complying with legislative requirements, including records management requirements and the Privacy and Data Protection Act 2014 (Vic)



not storing images on staff personal devices, personal cloud storage or other unauthorised platforms



not permitting staff to use personal phones or other personal devices in kindergarten rooms

How long are images kept?

We only keep images, videos, audio recordings and related records for as long as required, based on why they were collected and any legal requirements.

Casey Managed Kindergartens follow Public Record Office Victoria (PROV) requirements and Council policies to ensure records are managed securely and responsibly.

When records are no longer required, they are securely deleted or destroyed in accordance with legislative requirements.



What is Storypark?

Storypark is an online platform we use to share your child's learning and communicate with families.

Storypark allows teachers and educators to:

- create learning stories
- upload photos and videos
- share observations directly with you about your child's learning
- communicate with families about their child's kindergarten experience

Families access their child's information through their own secure login.

Storypark

Learn more about Storypark

Privacy Policy

Terms and Conditions

Setting up your child's Storypark profile

We use information from your enrolment form to create your child's Storypark profile, including:

- first name
- last name
- date of birth
- gender
- kindergarten room or location
- parent or guardian email address

Once your child's profile has been created, you will receive an email invitation from Storypark to set up your family account.



How we manage Storypark records

Storypark stores information on secure external servers.

At the end of each calendar year, Casey Managed Kindergartens export your child's Storypark records and store them in a secure Council system.

Records are kept and managed in line with legal and record-keeping requirements. Most records are retained for at least seven years, although some records may need to be kept for longer where required by law.

When records are no longer needed, they are securely deleted or destroyed in accordance with legislative requirements.

Families can continue to access their child's Storypark profile and records unless they choose to opt out or close their account.

Your Storypark account

Your child's information will remain available to you in Storypark after they finish kindergarten, for as long as you keep your account. If you no longer wish to use Storypark, you can close your account.

Privacy tip

To help protect your privacy, we recommend using an avatar or another non-identifiable image for your Storypark profile picture instead of a personal photo.



Your consent and your choice

We believe families should have clear information so they can make informed decisions about their child's images and information.

When you enrol, we'll ask whether you consent to photos, videos and audio being used for your child's learning.

Before providing consent, we encourage you to review:

- why images may be collected
- how they will be used
- where they will be stored
- who can access them
- how long they will be retained
- how Storypark is used within the kindergarten program

If you choose not to provide consent

We respect every family's choice.

If you do not provide consent:

- we won't take photos, videos or audio of your child for learning or Storypark
- we'll take reasonable steps to keep your child out of photos or videos of other children
- we'll use other ways to document and share your child's learning
- teachers and educators will follow specific procedures to help ensure your child's privacy preferences are respected across the service

Your child will continue to have the same opportunities to learn, participate and belong.

Sometimes, a photo of your child is required by the service to meet legislative or compliance requirements regardless of consent. In these situations, staff will follow the relevant legislation and approved Council processes to ensure the safety of the child.

Choosing not to consent will not affect your child's participation or learning in the kindergarten program.





Changing consent

We understand that circumstances and preferences can change over time.

You can update or withdraw your consent at any stage during your child's kindergarten journey by contacting your kindergarten service and completing the relevant form.

Once consent is withdrawn:

- no new photos, videos or audio recordings of your child will be taken
- educators will update their records and follow the required procedures
- reasonable steps will be taken to ensure your child is not included in future image capture activities

This ensures families maintain choice and control over how their child's information is managed throughout their time at Casey Managed Kindergartens.

Children's rights and choice

At Casey Managed Kindergartens, we recognise that children have rights, including the right to have a say in decisions that affect them.

Even when parent or carer consent has been provided, educators will seek a child's consent before taking a photo, video or audio recording wherever appropriate. Children are encouraged to express their preferences and can choose not to participate.



Teachers and educators will:

- ask for a child's consent before taking a photo, video or audio recording
- respect a child's wishes if they do not want to be photographed or recorded
- support children to understand how images and videos may be used
- encourage children to make choices about their participation

This approach supports children's agency, dignity, privacy and wellbeing, and helps create a respectful and inclusive learning environment.

Taking photos at kindergarten events

We understand that families want to capture and remember special moments during their child's kindergarten experience.

At the same time, we must protect the privacy, safety and consent choices of every child and family.

At events, families may take photos of their own child in designated areas outside the kindergarten room, such as:

- a photo station or themed backdrop
- the kindergarten foyer
- approved community spaces
- other areas identified by kindergarten staff

Parents or guardians cannot take photos of any other children, including in the background.



Where personal photography is not permitted

Personal phones, cameras and other private devices must not be used to take photos or videos:

- inside kindergarten rooms
- within kindergarten outdoor play spaces
- in any area where other children may be captured in the background

Even when you are photographing only your own child, other children may appear in the background. These expectations help protect the privacy and consent choices of all families.

Please help us protect every child

When taking an approved photo:

- only photograph your own child
- check that other children are not visible
- follow staff instructions and event signage
- use the designated photography areas
- do not photograph or record children during private or sensitive moments

Thank you for helping us celebrate special moments while protecting every child's privacy, dignity and safety.

Our commitment to families

We recognise that images, videos and audio recordings of children are personal information.

We only collect them when there is a clear educational, compliance, medical, safety or operational purpose. We use secure, Council-approved storage systems, and are committed to protecting every child's privacy, dignity, safety and rights.



Acknowledgement of Country

The City of Casey proudly acknowledges the traditional owners, Casey's Aboriginal communities and their rich culture and pays respect to their Elders past, present and future. We acknowledge Aboriginal people as Australia's first peoples and as the traditional owners and custodians of the land on which we work and live.

Commitment to Reconciliation

The City of Casey is committed to reconciliation and to strengthening respectful relationships with Aboriginal and Torres Strait Islander communities. Building on the foundations established through this work to date, we are embedding reconciliation across our systems, leadership and service delivery. Guided by the Casey Aboriginal Gathering Place, we will continue to support cultural connection, build community capacity and work in partnership to achieve lasting, positive outcomes.

Diversity Statement

The City of Casey is a welcoming and inclusive community, we celebrate all people with their many different stories and experiences. We believe a strong community is built on respect, belonging and shared responsibility for each other. We are committed to ensuring everyone in Casey feels valued, supported, and able to fully participate in community life.



Questions about photos, videos, audio or consent?

Please speak with your kindergarten educators or contact your kindergarten service.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Interpreter **TIS:** 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهی ਦੁਭਾਸ਼ੀਆ භාෂණ පරිවර්තක

Customer Service Centres:

Narre Warren: Bunjil Place, 2 Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre