

Azarni Photography

Child Safe Environments

Policy

This policy has been created so that schools and preschools understand how Azarni Photography will photograph and hand out images to customers in a safe, responsible and lawful way. With the rise in allegations over children's safety in society Azarni photography wishes to be vigilant for all children which are photographed.

Azarni photography is committed to the Safety and wellbeing of all children.

The aim of the Child Protection Policy is to ensure that children are safe at all times. This policy complies with the child safe environments provisions of the Children and Young People (safety) Act 2017. The safety of children is our number one priority. All children are valued and respected. We understand that every child is different and we respect those differences and are open to listen to different points of views. Azarni photography is committed to all diversities and encouragement of children and young people is always given.

Azarni photography is owner operated and as the owner and only person involved in the business I will follow the recommended procedures at all times. If a contractor or employee is used for work in the future the policy will be given to anyone who is involved in the business in any capacity.

The Child Safe Environments policy can be viewed at www.azarniphotography.com

On request a copy will be provided.

Azarni photography always takes into account factors such as age, cultural background and developmental level when communicating with children. Azarni photography will communicate clearly with children using language that is appropriate to the age of the child. Any feedback or concerns either by the child, parent or teacher can be either made verbally or via email (megan@azarniphotography.com.au)

Code of Conduct

I will have exemplary behaviour in order to provide a child safe environment for all children. There will always be good communication between myself, children and staff. All work will be done in an open environment. Children will not be photographed in any private or unobserved area eg there will always be a teacher, parent or care-giver present who can see the photographs being taken. Physical contact will be avoided (where possible) Verbal directions will be given to children while having their photograph taken. All children will be encouraged to have their photograph taken. There will be communication between myself and the child before

the photograph is taken so that they are aware and agree to the photograph. No child will be forced to have a photograph taken. Children will be respected at all times. A safe and appropriate distance between myself and each child will be maintained.

I will not do anything of a personal nature that the child can do themselves. I will not behave in a controlling manner with children. Inappropriate language will not be used. There will be no sexually suggestive comments or actions. If inappropriate behaviour by a child is observed it will be immediately reported to a teacher or carer.

In the unlikely case of an emergency any action taken by me will only be taken with the approval of a teacher or parent.

Azarni Photography meets the requirements of the Child Safety (Prohibited Persons) Act 2016 which requires that I have a valid Working with children check through the department of human services (screening unit)

If anyone is employed in the future by Azarni Photography I will make sure that they have a current working with children check. Referee's and relevant qualifications will be checked, face to face interviews will be done and there will be a training and observation period conducted by myself. If in the future Azarni photography employs staff or volunteers, I will advise the Screening Unit where applicable.

Any future employees or volunteers will receive a copy of this policy as well as regular performance reviews. There will also be supervised sessions where the focus will be on the safety of children. They will also receive access to resources concerning child safety wellbeing.

Azarni Photography will stay up to date with any new information concerning child safety and this information will be passed on to any future employees or volunteers.

Azarni photography will report anything suspicious in regards to child abuse or neglect to the Child Abuse Report Line or SA Police if there is an immediate risk. The CSE Mandatory Notification Information booklet will be used for indicators of harm.

Any complaints received will be handled promptly and fairly. A record will be made of the complaint with clear documentation. Communication will be clear between Azarni photography and the person making the complaint. All complaints will be taken seriously and procedural fairness will be followed.

Risk Management Plan

Risk- Photographing Children

Management- Photographs will always be taken where a staff member or parent can see.

Risk- Environment

Management- The environment for children to be photographed is ultimately decided by the centre. In most cases it will be within the boundaries of the centre. This can be indoors, outdoors or at an agreed upon external outdoor location eg family portraits may be taken in a park or beach.

Risk- Supervision of children

Management- The supervision of children being photographed is provided by the staff at the centre and not by Azarni Photography.

Risk- Social Media/ cyber safety

Management- All images are stored safely with devices password protected. I am the only person with access to the password. Images will not be used on social media or websites for advertising unless permission from the parents/guardians has been given.

Risk- Privacy

Management- Photographs will only be taken of children with the permission of parents eg they have returned their envelope/consent. In the case of a forgotten envelope staff at the centre will be consulted as to whether or not the photograph should be taken. The centre will be consulted by Azarni Photography to make sure that all children have permission to be photographed in a group.

Photographs are given to the centre whose staff are then responsible for handing out the correct images/packages to families.

If digital images have been ordered it will only be the individual photos which are sent to the family. The group image will only be provided as a hard copy in the albums.

No images are given out by Azarni photography to a third party unless permission to do so has been given by the parent/guardian.

Any breach of code can be reported to megan@azarniphotography.com.au

It is up to me to avoid actions or behaviours that may be seen as harm or a risk of harm to a child. Any breach of the policy or code of conduct may lead to the termination of my services, legal action or a criminal investigation.

As a sole trader all requirements are included in this policy. This policy was created in January 2021 and will be due to be reviewed and updated in January 2027. It will be updated earlier if any changes in law or circumstances occur. The child safe environments statement with the Department of Human Services will also be updated at this time.