

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE
Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

PROVIDING A CHILD SAFE ENVIRONMENT POLICY

Policy Statement:

Children's safety and wellbeing are paramount at Tenison Woods College Early Learning & Community Centre. We are committed to fostering a child-safe culture through responsive relationships, engaging experiences, and maintaining a safe and healthy environment. We take a zero-tolerance approach to child abuse and are committed to the safety and empowerment all children by promoting diversity and tolerance and aiming to form equitable and positive relationships with all children. We will ensure children participate in decisions affecting them and listen and respect their suggestions and ideas, while responding to any concerns, disclosures, allegations or suspicions of harm. This policy outlines our dedication to meeting the regulatory requirements and principles that govern our commitment to providing a secure environment for all children in our care.

Background:

The Education and Care Services National Regulations mandates that approved providers ensure policies and procedures are in place for creating a child-safe environment, minimising risks of harm and hazards to children attending education and care services (Regulations 168 and 169). In compliance with these regulations, Tenison Woods College Early Learning & Community Centre has developed a comprehensive policy to address various aspects related to child safety and wellbeing.

National Quality Standards (NQS) Links

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1.2	Child centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.1.3	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

Legislative Requirements:

Regulation 82 – Tobacco, drug and alcohol-free environment

- The approved provider of the Centre must ensure that children at the service are cared for in an environment free from the use of tobacco, illicit drugs and alcohol.

Regulation 83 – Staff members not to be affected by alcohol or drugs

- The approved provider must ensure that a nominated supervisor, staff member or volunteer at the Centre is not affected by alcohol or drugs (including prescription medication) as to impair the person's capacity to supervise or provide care to children at the service.
- Nominated supervisor of the Centre must not, while educating and caring for children at the Centre:
 - Consume alcohol;
 - Be affected by alcohol or drugs (including prescription medication) so as to impair the supervisor's capacity to supervise or provide education and care to children at the Centre.

Regulation 84 – Awareness of child protection law

- The approved provider of the Centre must ensure that, the nominated supervisor, staff member, volunteer at the Centre, or a student who participates at the Centre, is advised of the existence and application of the current child protection law and any obligations the person may have under that law.

Regulation 103 – Premises, furniture and equipment to be safe, clean and in good repair

- All equipment and furniture used in the Centre is safe, clean and in good repair.

Regulation 115 – Premises designed to facilitate supervision

- The approved provider must ensure the Centre (including toilets and nappy changing facilities) are designed and maintained in a way that facilitates supervision of children at all times that are being educated at the Centre, having regard to the need to maintain the rights and dignity of the children.

Regulation 122 – Educators must be working directly with children to be included in ratios

- An educator is not to be included in calculating educator-child ratios of the Centre, unless the educator is working directly with the children at the service. This definition of an educator includes an early childhood teacher or suitably qualified person.

Regulation 123 – Educator to child ratios – centre-based services

- The ratio at our Centre, in line with regulations, is children aged over 36 months (3 years-old) to and including preschool (Kindergarten) aged children – 1 educator to 11 children.

Regulation 145 – Staff record

- The approved provider must ensure that a staff record is kept for service, which must include:
 - The information about the nominated supervisors (Regulation 146)
 - The information about staff members (Regulation 147)
 - The information about the educational leader (Regulation 148)
 - The information about volunteers (Regulation 149)

Regulation 150 – Responsible person

- The staff record must include the name of the responsible person at the Centre each time the children are being educated for by the service.

Regulation 165 – Record of visitors

- A record of visitors is kept, including the signature, the time of arrival and departure of the visitor.

Regulation 166 – Children not to be alone with visitors

- The children are not to be left alone with the visitor.

Regulation 168 – Education and care services must have policies and procedures

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

Regulation 170 – Policies and procedures to be followed

- Nominated supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.

Regulation 171 – Policies and procedures to be kept available

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC Office.

Regulation 172 – Notification of change of policies and procedures

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 days' notice.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

Principles to inform the policy:

All decision-making should be carried out in accordance with the principles of the Centre's 'Providing a Child Safe Environment' Policy.

- All children attending our service are provided with a safe environment, both physically and online, through the creation of a child safe culture.
- Children's wellbeing is paramount and children will be actively involved in decision-making to provide an environment that encourages them to reach their potential.
- Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- Child protection training has been completed by the relevant persons as required by the service's jurisdiction, as required by section 162A of the National Law.
- Nominated supervisors, educators, and staff members, volunteers and students, at the service who work with children are advised of the existence and application of the current child protection law (or child safe standards, where applicable) and any obligations that they may have under that law, as required by Regulation 84 at all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- Procedures to effectively manage incidents and emergencies are in place and regularly rehearsed.
- Where the program involves simultaneous use of indoor and outdoor environments, educators will effectively supervise children in both environments.

Key Terms:

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Mandatory reporting:** The legislative requirement for selected classes of people to report suspected child abuse and neglect to government authorities.
- **Reasonably believes:** Believes on grounds that are reasonable in the circumstances.
- **Reasonably grounds:** Suspect that a child may be at risk of significant harm based on your observations of the child or what has been reported to you about a child.
- **Reasonably suspects:** Suspects on grounds that are reasonable in the circumstances.
- **Responsible person:** In relation to an education and care service, means a person referred to in section 162(1)(a) to (c) of the Education and Care Services National Law.
- **Reportable conduct:** Certain organisations or entities have legal obligations under Reportable Conduct Schemes. Under these schemes, certain organisations or entities are required to notify and investigate certain allegations (reportable allegations) of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined by the legislation.
- **Rights of the child:** Human rights belonging to all children, as specified in the United Nations Convention on the Rights of the Child.
- **Wellbeing:** Sound wellbeing results from the satisfaction of basic needs – the need for tenderness and affection; security and clarity; social recognition; to feel competent; physical needs and for meaning in life. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.
- **Working directly with children:** A person is working directly with children at a given time if at that time the person:
 - Is physically present with the children; and
 - Is directly engaged in providing education and care to the children.
- **Working with children/Working with vulnerable people check (WWCC/WWVP):** A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:
 - The person has been assessed as suitable to work with children; or
 - There has been no information that if the person worked with children the person would pose a risk to the children; or
 - The person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

Links to other policies:

Refer to related policies and procedures:

- Delivery of children to, and collection from, education and care service premises
- Emergency and evacuation
- Incident, injury, trauma, and illness
- Interactions with children
- Dealing with medical conditions in children
- Nutrition, food and beverages, dietary requirements
- Sun protection
- Water safety
- Sleep and rest for children
- Safe transportation of children
- Excursions

Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

Policy Created/Reviewed:

- This policy was created in January 2024. It will be reviewed every two years or as necessary, to ensure compliance with regulations and alignment with best practices.

Monitoring, Evaluation, and Review:

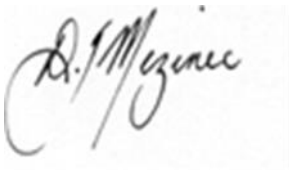
- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

References:

- CESA 'Protective Practices (2017) (South Australia)
- Children and Young People (Safety) Act 2017 (South Australia)
- Children's Protection Act 1993 (South Australia)
- Education and Care Services National Regulations
- South Australian Government Health guidelines on child protection
- The Australian Children's Education and Care Service Authority (ACECQA)

Reviewed by David Meziniec
Tenison Woods College Principal

Reviewed by Fran Scanlon
Early Learning & Community Centre Director



Signed:
Dated: 14.7.24

Signed:
Dated: 10.7.24

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE
Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

PROVIDING A CHILD SAFE ENVIRONMENT PROCEDURE

Procedure Statement:

At the Tenison Woods Early Learning & Community Centre, we are committed to providing a safe and secure environment for all children in our care. This Child Safe Environment Policy outlines our commitment to creating a child-safe organisation in accordance with South Australian regulations, South Australian Government Health guidelines, Australia's Education and Care Services National Regulations, Early Years Learning Framework (EYLF), and the National Quality Standard (NQS). This Child Safe Environment Policy is an integral part of our commitment to maintaining a safe and secure environment for all children. It is regularly reviewed and updated to ensure its ongoing effectiveness and compliance with all relevant regulations and standards.

Procedure:

Statement of Commitment to Culture of Child Safety, Inclusion and Wellbeing

- The Centre is committed to promoting the safety, welfare, and wellbeing of all children in our care.
- We value diversity and respect the rights, culture, and identity of every child.
- The Centre acknowledges the importance of ongoing professional development and training for staff members to ensure they understand and uphold child safety standards.
- We actively encourage the involvement and collaboration of families and the broader community in our child safety efforts.

Legislative and Regulatory Framework

- The Centre complies with all relevant South Australian regulations and laws pertaining to child safety, including the Children and Young People (Safety) Act 2017 and the Children's Protection Act 1993. Ensuring all staff are up-to-date in their training and understanding.
- We adhere to the South Australian Government Health guidelines to prevent, identify, and respond to child abuse and neglect.
- We comply with the Education and Care Services National Regulations, ensuring our practices align with the national standards for child safety.

Risk Management and Mitigation

- Risk assessments are conducted for all hazardous, 'risky' play, areas in the Centre deemed to pose a risk to children's safety or common outings at Marist Park or the wider College annually.
- Risk assessments are conducted for incursions and excursions, in line with the policy and procedure and available for parent/guardians to see.
- Risk assessments are completed prior to approval for an excursion or incursion and held in the office for parents and families to view. An annual bus risk assessment is also carried out.
- We implement appropriate measures to mitigate identified risks promptly.
- We maintain a safe and well-maintained physical environment, ensuring equipment and facilities are regularly inspected and maintained to minimise risks, which is checked regularly by the College's Work, Health and Safety Officer, Trudi Dempsey. The ELCC is also part of checks from Kid Safe Australia, arborist, CESA WH&S and all electricity equipment is tagged and checked annually.
- The Director of the ELCC is a fire warden, with up-to-date fire safety training and has food safety supervisor training.
- Adequate supervision is provided at all times of day and staff-to-child ratios are in line with regulatory requirements.
- The Centre has established and communicates clear protocols and procedures to address emergencies, incidents, and accidents.
- If a furniture, item or premise poses a threat to child safety it is reported to the Director or WH&S Officer, Trudi Dempsey.
- WH&S coordinator and ELCC Leadership to undertake audits and inspections to ensure safety.
- Daily checks of the outdoor environment are undertaken by Grounds Maintenance staff and ELCC staff, completing a checklist
- Hazardous materials and chemicals are stored in locked cupboards and out of reach of all children.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

Spike – Arrival and Departure Authorisation

- When the child arrives or departs the Centre they must be signed in or out by an authorised adult.
- If a Court Order is in place or legal documents these details will be shared with staff and kept in the child's file.
- If there is no Court Order, but shared custody between families, the Director will ensure it is clear who has consent and ensure the staff is aware of this information.
- If an adult is unfamiliar to the Centre, they must produce photo ID before the child will be released to them.
- If a person is picking up a child who is not on their collection authority, the Centre will need written consent from the parent or nominated responsible person, they must carry photo ID, which must be sighted at the Centre.

Online environments

- The Centre's IT systems are managed by Tenison's IT Department under the CESA banner.
- All internet security is mandated from CESA and includes 'Okta Verify' to ensure online protection.
- Families are provided information about our software program 'Seesaw' and 'Spike,' which they have their own password protected account for.
- All staff use only Centre based ipads, with personal devices banned from the Centre floor and no photos or digital images are to be taken on personal devices for the protection of children and staff.
- On enrolment, parents or nominated responsible person(s), fill in an image consent form (Appendix 1) giving consent or no consent to the following:
 - ELCC/College (which includes social media for the College)
 - Seesaw app
 - Catholic Education South Australia (CESA)
 - Third Party Organisations

These are recorded on the ELCC Drive and shared with all staff.

- The educational screens in the rooms will be used only for educational reasons. All staff will ensure the children are not exposed to any explicit language, inappropriate advertisements or inappropriate videos, checking the content prior to it being shown.
- All apps used, must have previously been checked by management and approved for purchase.
- When listening to music, through the screen or via Spotify, all staff must insure it is appropriate for the children with no inappropriate words, themes or is sexually explicit in anyway. If viewing a music video, it must be appropriate for children and no adult themes.

Staff Recruitment and Training

- Rigorous recruitment process that includes thorough background checks, reference checks, and verification of qualifications and credentials.
- All staff members, volunteers, and contractors undergo comprehensive child safety induction and training, including understanding their legal obligations and responsibilities in reporting child abuse or neglect and they must have a Working with Children Check
- Provide ongoing professional development opportunities to enhance staff knowledge and skills in child safety practices.
- All staff are inducted into Tenison when they start, ensuring all staff know the protocols and their role in creating a child safe environment.

Child-Focused Approach

- We respect and promote the rights of children to be heard, to have their opinions valued, and to participate in decisions that affect them, in accordance with the EYLF and NQS principles and the UN rights of a child.
- We create an inclusive and nurturing environment that encourages children to express their thoughts and concerns, fostering open communication and trust.
- We ensure privacy and confidentiality when addressing child protection concerns, following appropriate reporting procedures as mandated by law.
- Child agency and inquiry is at the centre of our program.

Reporting or/and Responding to Child Abuse Concerns

- We maintain clear and transparent processes for reporting and responding to suspected child abuse or neglect.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

- Provide staff with training and guidelines on how to identify, respond to, and report concerns, including reporting procedures and the support available to them and ensure all training is up-to-date and records are kept.
- Support and assist staff members who report concerns in good faith and protect them from victimisation or reprisal.
- Report all allegations or suspicions of child abuse or neglect to the ELCC Director or the Director of Wellbeing for Tenison Woods College, who is the Child Safety Officer for the College. If staff do not feel comfortable reporting to these people, they should go directly to CARL (Child Abuse and Reporting Line) and additionally notify the Principal, Mr David Mezinec.
- All volunteers are registered and have a Working with Children Check or Police Check and complete the Tenison Woods College Volunteer Pack, including, 'Reporting to Child Abuse or Neglect for Volunteers,' and their information is saved to the school database.

Active Supervision

- Children are supervised at all times.
- The type of supervision will ensure the child is given dignity at all times.
- From 7.00am-8.45am and 3.30pm-6.00pm a supervision roster is in place to ensure all areas are actively supervised which is updated weekly.
- 8.45am-3.30pm Teachers in charge of the Rooms will always ensure active supervision.
- During excursions, 4-year-old Kindy will have an adult to child ratio of 1:5 and 3-year-old Kindy will have an adult to child ratio of 1:4. This will be predominantly ELCC staff with potentially one or two parent helpers.
- Through the Keeping Safe: Child Protection Curriculum, children are encouraged to speak up about their safety and the safety of their friends and telling an educator if they feel unsafe.

Continuous Improvement and Review

- We regularly review and update our policies, procedures, and practices to ensure ongoing compliance with legislative requirements and best practices in child safety.
- We encourage feedback from families, staff members, and other stakeholders to continually improve our child safe environment.
- We engage in regular self-assessment and external assessment processes to monitor and evaluate our compliance with child safety standards.

Roles and Responsibilities:

The approved provider responsibilities include:

- Ensuring that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensuring the 'Providing a Child Safe Environment' policy and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children's health and safety (also known as a risk minimisation plan).
- Ensuring child protection training has been completed by the relevant persons as required by the service's jurisdiction, as required by section 162A of the National Law.
- Ensuring all educators and staff, volunteers and students, are aware of current child protection legislation, including mandatory reporting requirements and obligations in their state/territory. Please note, this is a requirement under Regulation 84 and is separate to child protection training requirements set out above.
- Providing an environment that is free from the use of tobacco, illicit drugs and alcohol and ensure no educators or staff are affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children in the service.
- Promoting a culture of child safety and wellbeing that underpins all aspects of the service's operations, to reduce risk to children (including the risk of abuse).
- Ensuring the safe use of online environments at the service.
- Ensuring policies and procedures promote equity and respect diversity for the safety and wellbeing of children and young people.
- Taking reasonable steps to ensure that nominated supervisors, educators and staff follow the 'Providing a Child Safe Environment' policy and procedures.
- Ensuring that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators and staff, and available for inspection.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE

Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

- Notifying families at least 14 days' before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected; or
 - Significantly impact the service's education and care of children; or
 - Significantly impact the family's ability to utilise the service.

The nominated supervisor and Director responsibilities include:

- Implementing the 'Providing a Child Safe Environment' policy and procedures and ensure that any plans developed from risk assessments are in place for individual children and are carried out.
- Meeting staff to child ratios to ensure adequate supervision.
- Ensuring all educators and staff know where to access the 'Providing a Child Safe Environment' policy and procedures.
- Ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation.
- Supporting educators and staff to uphold the service's culture of child safety and wellbeing.
- Regularly monitoring child protection training schedules and ensure all educators and staff are up to date with their training.
- When required, work collaboratively with appropriate services and/or professionals to support children's access, inclusion and participation in the program.
- Ensuring the safety and wellbeing of children attending the service by keeping a visitors' record, including signatures and arrival/departure times (a mandatory requirement for FDC services).
- Completing child protection training as required by the service's jurisdiction, as required by section 162A of the National Law.

The educators' responsibilities include:

- Being aware of current child protection legislation, including the mandatory reporting requirements and obligations.
- Implementing the 'Providing a Child Safe Environment' policy and procedures and ensuring that any action plans for individual children are carried out.
- Implementing the service's culture of child safety and wellbeing.
- Knowing the individual needs and action plans for the children in your care.
- Maintaining current accredited child protection, first aid and approved CPR, asthma and anaphylaxis training.
- Monitoring and maintaining staff to child ratios to ensure adequate supervision of children.
- Providing an environment that is free from the use of tobacco, illicit drugs and alcohol.
- Keeping a visitors' record, including signatures and arrival and departure times.
- Recognising and responding effectively to children and young people, taking into account diverse needs.
- Ensuring children and young people participate in decision making in matters affecting them, including in relation to safety issues and risk identification.

PROVIDING A CHILD SAFE ENVIRONMENT POLICY & PROCEDURE
Section 162A, 165, 166, 167, Regulations 82-84, 103,115, 122, 123, 145,165-172, 175D&E

Appendix 1



PHOTOGRAPH/FILM/ARTWORK CONSENT FORM
for students and adults
Tenison Woods College – Mount Gambier



Dear Parent/Carer/Community Member,

In this form, we seek your consent to make photographs/films of your child (or yourself), or artwork/projects of theirs displayed and to include these in our promotional materials. The ELCC/College's other uses of photographs/films (such as in the newsletter and on our intranet) are explained in our privacy notice - if you would like a copy of this privacy notice, please contact us.

The ELCC/College and/or Catholic Education SA (CESA) also seeks consent to use such photographs/films or artwork in print and online promotional, marketing, media and educational materials. This includes ELCC/College and CESA newsletters, websites, social media or to promote the ELCC/College or CESA in newspapers and other media.

We would like your consent to use your/or your child's photograph/films/artwork for the above purposes. Please complete the consent form below and return it to the ELCC as soon as possible. If you have more than one child at the ELCC and do not want to fill out a separate form for each, you can list multiple children in the permission form below. Thank you for your continued support.

PLEASE NOTE: Privacy Manual:
Photographs and films of students:
A new chapter 26 has been added to provide more guidance on when and how to seek consent for the use of photographs and films of students. The associated Annexure 5 (photograph/films permission form) has also been updated (as reflected in this document).

Name of child subject of consent: _____

NOTE: Please confirm your consent to the uses and disclosures described below by ticking the relevant boxes. Please note the child's name may be included within the photograph/films. If you do not wish your child's image to be used in the way described below you can leave the box blank.

1. I give consent for my/my child's photograph/films/artwork and name to be published in:
 - The ELCC/College/CESA website
 - Social media published by the ELCC/College/CESA
 - Promotional materials published by the ELCC/College/CESA
 - Newspapers and other media
2. I authorise the ELCC/College/CESA to use the photograph/films/artwork in material available free of charge to schools and education departments around Australia for ELCC/College/CESA's promotional, marketing, media and educational purposes.
3. I give consent for a photograph/films/artwork of me/or my child to be used by ELCC/College/CESA in the agreed publications without acknowledgment, remuneration or compensation.
4. I give consent for a photograph/films/artwork of me/or my child to be used by third parties (eg. sporting teams, community groups, dignitaries, politicians) who may visit or provide services to our ELCC/College or are associated with our activities.
5. I understand and agree that if I do not consent to my/or my child's photograph/films/artwork appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the ELCC. Where consent is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.
6. I understand and agree that I do not have permission to take photographs/films of any other child (apart from my own) at the ELCC or on school grounds.

Licensed under NEALS: The photograph/films may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

This consent will continue to be valid for the time your child attends the ELCC unless you withdraw it in writing. You may withdraw your consent at any time by giving written notice to the ELCC.

I consent to the above use by the ELCC/College	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I consent to the SeeSaw app. I understand I am not to share images/information from this app	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I consent to the above use by Catholic Education South Australia (CESA)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I consent to the above use by third party organisations as described (ref. 4 above)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Name of Parent/Carer (as appropriate) _____

Signed: Parent/Carer/Individual _____ Date: _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth)

This document will be reviewed regularly and was last updated May 2020
Updated as per NCEC Privacy Manual (November 2019)

