



Permission to Take Photographs and Video Policy

Policy Statement

REAIE provides many opportunities for members to visit educational institutions, schools and centres who are willing to share their thinking and responses to the educational project of Reggio Emilia within an Australian context. Participants often ask whether they can document their experience on a visit or tour by taking photographs and video. REAIE will seek permission from individual centres in regards to this in order to communicate this with participants.

Context

During the course of Professional Learning activities hosted on behalf of REAIE, there may be occasion for participants to visit /view educational settings that are inspired by the Educational Project of Reggio Emilia. Prior to these visits REAIE will determine (with the prior permission of the individual educational setting) whether or not photographic images and video footage can be taken during the visit. This will be done via completion of a form see annex 1. which on completion should be returned to REAIE office. It is then the responsibility of the PD organisers to inform participants ahead of time so that they may be fully informed and prepared. REAIE also need to be mindful that each centre may have their own photo and video policy that they may want our members or participants to adhere to.

This Policy outlines the steps involved when members or participants may request to take photos and video of centres that open on our behalf.

Policy Guidelines

The following process outlines the steps involved when members or participants may request to take photos and video of centres that open on our behalf.

Such circumstances may include but are not limited to:

- **National Twilight Visits**

REAIE organises schools/centres to open nationally on a particular date/s during the year. All proceeds from this event go to the local REAIE Network Group that the school/centre is affiliated with.

- **Educational Tours**

Visits to Educational institutions, schools or centres are organized to form part of a professional learning event such as a conference or workshop.

- **Centre Visits**

REAIE may organise one-off visits to specific schools/centres for a group of participants. (e.g. interstate and international tours.)

Centres will be sent a letter prior to these events to ascertain whether:

- Participants **will be** permitted to take *photographic images* during the tour. This excludes taking photos of children, their names and identifying data.
- Participants **are not permitted** to take any *photos* within the centre.

- Participants **will be** permitted to take *video* during the tour. This excludes taking video of children, their names and identifying data.
- Participants **are not permitted** to take any *video* within the centre.
- Participants **are not permitted** to take any photos and video within the centre but we will make available for sale a CD of images of the centre/school with the proceeds (excluding cost of materials) going to the local REAIE network.

Centres will be asked to consider these options and then sign and return the agreement to the office so that their wishes can be advertised to participants ahead of the visit. In signing and returning this document participants are asked to adhere to these conditions when centres are opened.