

Is your photographer ready for *photo day*?

Ten questions every early learning service should ask. A good photographer can answer all of them in writing, before the day.

Service	Photographer	Checked by	Date
1	Does every person who will attend your centre hold a current Working with Children Check, and will you receive their names and numbers before the day?	☐ Yes ☐ No	
2	Has every photographer and assistant completed child safety training, such as GECKKO Foundations of Child Safety, Courses 1 and 2 , and can they show the certificates?	☐ Yes ☐ No	
3	Do they hold public liability insurance of at least \$10 million , and will they send a current certificate of currency?	☐ Yes ☐ No	
4	Do they have a written Child Safe Policy and Code of Conduct , and a written process for raising a concern, that you can keep on file?	☐ Yes ☐ No	
5	Is their team never alone with a child , always working within sight of your educators?	☐ Yes ☐ No	
6	Do they photograph children only on business-owned cameras and devices , never a personal phone?	☐ Yes ☐ No	
7	Can they tell you in writing who sees your children's images, where they are stored, how long they are kept, and how a family can have them deleted?	☐ Yes ☐ No	
8	Are galleries private , so each family sees only their own child's portraits and their room's group photo, through their own access code, and nothing is posted publicly without consent?	☐ Yes ☐ No	
9	Do they have a written consent process covering both individual portraits and class or group photos, including a clear way for a family to opt out?	☐ Yes ☐ No	
10	Are they a member of Early Learning Photographers Australia (ELPA) , the industry body for child-safe early learning photography? Check at elpa.au/find-a-photographer	☐ Yes ☐ No	



Fewer than ten? Ask why. Your families trust you with who comes through the door. Keep this page, and the answers in writing, in your compliance folder.