



Safeguarding Children, Young People and Vulnerable Adults Policy

The Carmelites, Australia & Timor-Leste

Photographs of children, young people and vulnerable adults

Children, young people and vulnerable adults to whom we deliver service in Australia are to be photographed while involved in our pastoral or educational programs only if:

1. those responsible for our pastoral or educational programs (e.g. Parish Priests/School Principal) have granted prior and specific approval
2. the context is directly related to participation in our pastoral or educational programs
3. the child is appropriately dressed and posed
4. the image is taken in the presence of other personnel.

Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval.

Images (digital or hard copy) of Australian children and young people may be used for promotional purposes only with parental consent and of Timorese children and young people only with management approval; otherwise, images are to be stored in a manner that prevents unauthorised access by others, for example: if in hard-copy form, in a locked drawer or cabinet, if in electronic form, or in a 'password protected' folder.

Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.

Images of Australian children and young people are not to be exhibited on our website without parental knowledge and approval and of Timorese children and young people without management approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.