

APPENDIX 3

**REQUEST FROM EXTERNAL PARTIES TO TAKE IMAGES* AT
LANGARA DAYCARE CENTRE**

***Image-taking refers to the taking of photographs, videotaping, filming or any other electronic means of capturing children’s images.**

For the safety and protection of the children at the Langara Daycare Centre, we restrict the taking of images. There must be informed parental consent to take the images of children and further consent from the Head Teacher and Dean of Student and Education Support Services to take images in the Daycare Centre. The image taker must develop a Parent Consent Form according to the guidelines specified in the **Protocol For Image-Taking of Children at Langara Daycare Centre.**

Image-taking of the children for any commercial purpose, e.g. advertising or promoting the sale or trade of any property or service is expressly forbidden by Langara College. Images of the children may not be used in any way that has not been approved. Images of the children may not be used on the Internet, e.g. e-mail, websites. There will be no image-taking of children in a state of distress or incomplete attire. Daycare staff will assess the appropriateness of any situation and will make the final decision in the interest of the children. The identity of children may not be disclosed by the image-taker. Children and families’ confidentiality must be protected. At the conclusion of the project, all images become the property of the Langara Daycare Centre. The proposal must be received a minimum of ten working days in advance of the requested start date of the project. External requesters who are not known to staff will be asked to produce photo identification to verify their identity.

Please complete the following:

1. Name(s) of person requesting permission _____
Address _____
Telephone Number _____
Fax Number _____
E-mail address _____
Purpose of Request _____

2. Please append a complete description of the request, written on an official letterhead with original signatures. The description of the project should include such information as intended use, method of dissemination, the project leader, dates, times, number of children involved, number of people on site, children and staff involvement, expected outcomes of the project, how confidentiality will be assured, how the project will benefit the daycare.

3. Please append a copy of the Parent Consent Form for approval

4. My signature below indicates that I have read and understood fully all of the conditions in the preamble to this form and that I agree to abide by them.

Requester Name Please (Please Print) _____

Requester Signature _____
Date _____