

# Sample photography and filming policy

## The purpose and scope of this policy statement

Nailsea TAGB Tae Kwon Do works with children and families as part of its activities. These include: [insert brief outline of what your organisation does with children and families].

The purpose of this policy statement is to:

- protect children and young people who take part in [name of group/organisation]'s services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with [name of group/organisation].

## Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers and children that they need to give consent for [name of group/organisation] to take and use images of children
- asking for photos taken during the event not to be shared on social media *or* asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them *[delete as appropriate]*
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for [name of group/organisation]'s use**

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by [name of group/organisation]) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

[Name of group/organisation] will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a colored identification badge.

If [name of group/organisation] is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

### **Storing images**

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of (number of months/years).

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

[Name of group/organisation] does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the [group/organisation] should be used.

*[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information commissioner's office website at [ico.org.uk](http://ico.org.uk) ]*

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Procedures for responding to concerns about a child or young person's wellbeing.

- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

[More information about what these policies and procedures should include is available from [learning.nspcc.org.uk/safeguarding-child-protection](http://learning.nspcc.org.uk/safeguarding-child-protection)]

## Contact details

### Photography and images co-ordinator

Name:

Phone/email:

### Senior lead for safe safeguarding and child protection

Name:

Phone/email:

### NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on:

.....(date) Signed:

.....

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date: .....

**Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:**

Tel: 0116 234 7246 | Email: [learning@nspcc.org.uk](mailto:learning@nspcc.org.uk) | Twitter: [@NSPCCpro](https://twitter.com/NSPCCpro)

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