



Art in Poundbury

Policy and procedures statement for photography and filming of children and young people 17 and under

Our Contact details:

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In this policy the 'AiP' refers to the Art in Poundbury CiC organisation

This policy sets out our overall approach to images taken of children and young people at AiP events.

The purpose and scope of this policy statement:

AiP works with children and young people as part of its activities. These include public events, clubs and workshops in schools and other places.

The purpose of this policy statement is to:

- protect children and young people who take part in AiP 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.
- ensure 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 volunteers and other adults associated with AiP.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance are available on the NSPCC website.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children responsibly and safely.

We recognise that:

- the welfare of the children and young people taking part in our events is paramount
- sharing photographs and films of our activities can help us celebrate the successes of children and young people taking part in AiP events and activities, provide a record of our activities and events and raise awareness of our organisation.
- children and young people, and the adults responsible for them, all have the right to decide whether their images are taken and how these may be used, regardless of age, disability, gender, race, religion or belief.
- if permission is given for photographs and videos to be taken, it is only meaningful when the child or young person and their parent/carer really understands how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images.
- there are risks associated with sharing images of children online.

We will always:

- ask for written consent from a child and their parents or carers before taking and using a child's image
- explain what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- make it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- ensure we never publish or share personal information about individual children including their name
- make sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- aim to reduce the risk of images being copied and used inappropriately by:
 - * only using images of children in appropriate clothing (including safety wear if necessary)
 - * using images that positively reflect young people's involvement in the activity
- have procedures in place for reporting the abuse or misuse of images of children as part of our children protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

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 AiP to take and use their images
- asking for photos taken by those other than the official AiP photographer during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- 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 AiP's use

If we use an official 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, their parents and 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.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

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 six months.

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

AiP does not permit members and volunteers using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to AiP or the official photographer tasked by AiP should be used.

Related policies and procedures

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

- Safeguarding and child protection policy and procedures.
- Code of conduct for members of AiP and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse

Contact details:

Photography and images co-ordinator

Name:

Phone/email:

NSPCC helpline 0808 800 5000

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

This policy was implemented on: 09 June 2024

This policy was reviewed on: 30 March 2025

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