

## **7.1 Photography and Filming Policy**

Children learn and thrive best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The Lloyd Park Children's Charity aims to offer an environment where children feel welcome, safe, stimulated and are able to enjoy learning and developing in confidence.

To keep children safe and well, we will safeguard children, ensure the suitability of adults; promote good health; manage behaviour; and maintain records, policies and procedures. Safeguarding is everyone's responsibility.

### **The purpose and scope of this policy**

The Lloyd Park Children's Charity works with children and families as part of its activities. These include:

- Childcare
- Outside school hours provision and holiday clubs
- Adventure and risk-taking play sessions
- Family support
- Community services for children and families

The purpose of this policy is to:

- protect children and young people who take part in The Lloyd Park Children's Charity 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 applies to all staff, volunteers, Trustees and other adults associated with The Lloyd Park Children's Charity.

## **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [child protection learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

### **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 safely.

### **We recognise that:**

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand 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 potential risks associated with sharing images of children online.

More information about this is available from

[learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance](https://learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance).

### **We will seek to keep children and young people safe by:**

- always asking for written consent from a child's parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children

- making 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
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example identifying the childcare setting they attend)
- making 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)
- reducing the risk of images being copied and used inappropriately by
- only using images of children in appropriate clothing (including safety wear if necessary).
- Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will follow our child protection procedures for reporting the abuse or misuse of images of children. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

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

We do not allow mobile phones or any other personal device that can be used to record photos or video, within areas where we operate children's activities. Children themselves, parents, carers or spectators must not take photographs or film at our events except when authorisation and guidance is provided from the manager and then only of their own child/ren. Any images recorded with authorisation are for personal use and should not be shared, including through social media.

### **Photography and/or filming for The Lloyd Park Children's Charity's use**

We recognise that use photography and filming are useful means of recording and sharing children's developmental progress and achievements and can be used as an aid in activities. However, this should only be done with the Lloyd Park Children's Charity's permission and using our equipment.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

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

- providing the photographer or camera operator with a clear brief about appropriate content and behaviour
- ensuring the photographer or camera operator wears identification at all times
- informing children, their parents and carers that a photographer or camera operator 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 or camera operator to have unsupervised access to children
- not allowing the photographer or camera operator 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 The Lloyd Park Children's Charity) 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, in writing, from a member of the senior leadership team via email to [lpc@tlpcc.org.uk](mailto:lpc@tlpcc.org.uk)

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 and over what period.
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Lloyd Park Children's Charity 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 coloured identification badge.

If the Lloyd Park Children's Charity 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.

### **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.

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

The Lloyd Park Children's Charity 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 Lloyd Park Children's Charity should be used.

When we use photographs to identify team members we should ensure they are complying with the legal requirements for handling personal information.

Refer to our Information Sharing Policy for further information.

### **Design tools**

The Lloyd Park Children's Charity uses an online design tool to help shape our communications. Canva is an online graphic design platform that is used to create social media graphics and presentations. Canva protects information that applies to their communication platform.

Please refer to their privacy policy to find out more on how they keep our images safe.

## Related policies and procedures

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

- Safeguarding Policy
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.
- E-Safety Policy
- Data Protection and Information Sharing Policy

### Contact details Photography and images co-ordinator:

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### Senior lead for safeguarding and child protection

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Policy Name	Photography and filming policy
Version Number	V3
This policy was developed by	Information Sharing Leads utilising NSPCC guidance.
These people were consulted/ involved in developing the policy	SLT Senior Leadership Team Governance and Accountability Sub Group
This Policy was adopted by	Trustee Board
Date	December 2023
Signed	

Name	Bisi Oyekanmi
Role	Chairperson
Next review date	December 2024