



Photography & Filming Policy Statement

The Purpose and Scope of this Policy Statement

Squires Field Community Centre (SFCC) works with children and families as part of its activities.

These include - Youth Clubs, Tiny Tots, Family Events, Community Cafes, Film Club.

The purpose of this policy statement is to:

- protect children and young people who take part in SFCC'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 SFCC.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England.

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.

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

- always asking for written consent from a child and their 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 the name of their school or a school uniform with a logo).
- 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.

Photography and/or Filming for Personal Use.

In line with guidance from the Information Commissioner's Office (ICO), parents/carers are welcome to take videos/digital images of their children at events organised by SFCC for their own personal use. However, to recognize everyone's privacy and safety, we respectfully ask that these images are not published or made publicly available on social networking sites. We also respectfully request that parents/carers/children refrain from making comments on any SFCC activities involving other children in the digital/video images.



Photography and/or Filming for SFCC's Use.

If we hire a professional 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
- always ensuring the photographer wears identification
- 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.

Photography and/or Filming for Wider Use

If people such as local journalists, professional photographers (not hired by SFCC) 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.

SFCC 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 the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If SFCC 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

SFCC does not allow its volunteers to use any personal equipment to take photos and recordings of children at their events.

We do not store images of children on unencrypted portable equipment such as personal laptops, memory sticks and mobile phones.

Only cameras/devices belonging to an external professional photographer will be used at SFCC organised events.

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

This policy was implemented - August 2023

Signed: Annie Stuart, Sophie Burt.

Date: September 2023

NSPCC helpline: 0808 800 5000

