**Photography Policy**

# **Photography / video**

Generally speaking photography or similar recording is discouraged. Any person wishing to engage in any video, zoom or close range photography should obtain approval from the event organiser or Manager. We accept that parents may wish to record their child’s achievements and as such parents should make arrangements with the organiser/ Manager as appropriate. However, it should be noted that approval may not be given.

If parents/spectators raise concerns about photography taking place please refer them to the organiser/ Manager, as appropriate. If appropriate, the person about who there are concerns may be asked to stop recording/photographing and if necessary asked to leave the venue.

Parents who have registered children for the Active Summer Camps programme will be asked permission as part of the application process for photos to be taken of their children. If a parent refuses permission their child will not be involved in any photographs. This will child will be identified by wearing an additional coloured (regularly changed to prevent any form of bullying or discrimination) band on the days that they attend the camp.

### **Risk factors**

Some of the potential risks of photography and filming at events include:

* Children may be identifiable when a photograph is shared with personal information
* Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
* Inappropriate photographs or recorded images of children
* Inappropriate use, adaptation or copying of images.

### **Developing the photography policy**

This policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely.

The following guidelines should be adopted;

* Do not use children’s names in photograph captions. If a child is named, avoid using the photograph.
* Use a parental permission form to obtain consent for a child to be photographed and videoed.
* Obtain the child’s permission to use their image.
* Only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
* Address how images of children on an organisation’s website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
* State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation’s expectations of them in relation to child protection.
* Do not allow photographers unsupervised access to children.
* Do not approve photography sessions outside the event or at a child’s home.

Many schools and clubs also have an acceptable use policy for using photographs, which may include asking parents not to share photos on social media.

### **Seeking consent for children and young people**

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is being taken and understand what the picture is going to be used for. This could be recorded on a child's permission form.

For young people under 18 get parental consent to use an image. Active Summer Camps makes sure parents and carers are aware of our organisation's photography policy. We ask parents to sign a consent form for use of their child's images and keep a record.

### **Storing images securely**

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.