



Photography and Sharing Images Guidance Policy

March 2021

Review Date: March 2022

Photography and Sharing Images Guidance Policy

We believe that:

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

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of children and young people, provide a record of our activities and raise awareness of The Oakes Holiday Centre
- the welfare of the children, young people and adults taking part in our activities is paramount
- children, their parents, carers and adults have a right to decide whether their images are taken and how these may be used, regardless of age, disability, race, religion or belief or sex
- 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.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures.

We will ensure everyone involved in The Oakes Holiday Centre 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 The Oakes Holiday Centre to take and use their images
- asking for photos taken 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 The Oakes Holiday Centre's use

We recognise that external group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with permission from The Oakes Holiday Centre.

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 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.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by The Oakes Holiday Centre) 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 from The Oakes Holiday Centre.

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.

The Oakes Holiday Centre 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 Oakes Holiday Centre 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.

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

The Oakes Holiday Centre 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 Oakes Holiday Centre should be used.

Related policies and procedures

This policy statement should be read alongside The Oakes Holiday Centre's Safeguarding policies and procedures.

Date: 12th April 2021

Signed: Anthony Fisher

Position: Chair of Trustees