Hungerford
youth and community

Charity no.11846921

Photography and Filming Policy

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Contacts included:	-
History of changes:	-

1. The purpose and scope of this policy statement

HYCC works with children and families as part of its activities.

The purpose of this policy statement is to:

- Protect children and young people who take part in HYCC'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 does not cover use of personal devices by young people during youth club sessions and other activities.

This policy statement applies to all staff, volunteers and other people associated with HYCC.

2. 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.

3. 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;
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored;
- There are potential risks associated with sharing images of children online.

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

- Always asking for written consent from a child's parent or carers when they join youth club;
- Never publishing personal information about individual children and always disguising any identifying information;
- Making certain that images and film of young people will be securely stored on password protected devices and deleted after 12 months maximum, unless specific consent has been granted;
- Reducing the risk of images being copied and used inappropriately by:
    - only using images of children in appropriate clothing
    - 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
    - prohibiting sharing on WhatsApp groups which include volunteer phones
- Using images that positively reflect young people's involvement in the activity.
- It is good practice to ensure the young person also consents (as well as their responsible adult) to images being taken/shared. We would always seek to ensure the young person is portrayed positively and with dignity in the images shared.

5. Photography and/or filming for personal use

Adults and young leaders are under no circumstances to use their personal devices to take/store images or film at youth sessions or other HYCC activities.

6. Photography and/or filming for HYCC's use

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama.

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;
- Reporting concerns regarding inappropriate or intrusive photography or behaviour following our child protection procedures.

7. Photography and/or filming for wider use

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

HYCC 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 HYCC 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.

8. If consent to take photographs is not given or consent is removed at a later date

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 do our best to avoid excluding a child from an activity because we do not have consent to take their photograph.

9. 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 maximum period of 12 months unless consent is removed before the 12 months period.

The only exception to this rule are Facebook, Instagram, YouTube, the website and some paper promotional materials. If image were to be removed for a specific child, we would remove their image from ALL the above.

We will never store images of children on non-password protected devices, HYCC 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 HYCC should be used.