

NORTH WEST CHILDRENS
SUPPORT GROUP



PHOTOGRAPHY POLICY

Created 2018

Reviewed June 2019, June 2020, January 2021, June 2022

POLICY STATEMENT

NWCSG recognises that it is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the experiences of their children when they have taken part in a NWCSG holiday or activity.

NWCSG also recognises that it is important to be aware of child protection and safeguarding issues when people are taking photos or filming at holidays or activities.

The potential for misuse of images can be reduced if we are aware of the risks and dangers and we put appropriate measures in place.

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

- always asking for written consent from a child (where appropriate) and their parents or carers before taking and using a child's image**
- always explaining what images will be used for.**
- 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.**
- never publishing names or personal information about individual children**
- making sure children, their parents and carers understand how images of children will be stored and for how long (including how we will control access to the images).**
- 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**
- using images that positively reflect young people's involvement in the activity.**

AIMS OF THIS POLICY

The purposes of this policy are

To safeguard the children in our care and to ensure that all volunteers across the organisation recognise the vulnerability of these children,

To protect the integrity of the NWCSG and to protect the integrity and reputation of trustees, committee members and volunteers,

To provide guidelines for volunteer helpers on the appropriate ways to take and share photographs.

This policy has accompanying guidelines, any volunteer who does not follow these guidelines will jeopardise their future involvement with the NWCSG

PHOTOGRAPHY GUIDELINES FOR VOLUNTEERS

Taking photographs

- Always ensure that parental permission has been obtained prior to taking any photographs of a child. Consent must be recorded on the child's medical form.
- If the child has the capacity to consent, then their permission should also have been obtained and recorded on the medical form.
- Only take photos of children in suitable clothing to reduce the risk of inappropriate use. Be aware that some activities such as swimming present a greater risk of potential misuse.
- It is good practice to make children aware that a photo or video is being taken.

NWCSG recognises that during the holidays "photo opportunities" may arise when helpers do not have access to the cameras or mobile phones belonging to the charity. So that these special moments are not lost helpers may use their own mobile phones to take photographs, but these must be uploaded to the NWCSG Dropbox or into a dedicated WhatsApp group as soon as possible. Such photographs must be deleted from the helpers' phones before the end of the holiday and ideally on a daily basis.

Sharing photographs

- **Photos must not be sent directly to parents from helpers' personal phones. Photos may only be sent to parents by the holiday leader or a specifically nominated person.**
- Never post pictures of children on Facebook or other social media yourself even if they or their parents ask you to do this. Only holiday leaders (or helpers to whom the task has been specifically delegated) must upload photographs to social media.
- Children who have the capacity to consent should be consulted about the use of their photographs. If a child states that they do not like any images these should not be saved.
- It is good practice to allow children to choose which photographs are to be shared on social media/saved for potential use on social media.

Storing images

NWCSG will store images of children securely in a protected folder with restricted access. Electronic images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.