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# Karibu AWSG

## Photography and filming policy

### August 2024

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#### **The purpose and scope of this policy statement**

Karibu AWSG works with children, families and adults as part of its activities.

These activities include:

Saturday School  
Health and wellbeing classes  
Exercise classes  
Cultural events

The purpose of this policy statement is to:

- protect children, young people and adults who take part in Karibu AWSG'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 Karibu AWSG.

#### **Example photography and filming policy statement**

##### **Legal framework**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

online abuse legislation and guidance

child protection legislation and guidance

We believe that:

- children, young people and adults should never experience abuse of any kind
- we are responsible for promoting the welfare of all children, young people and adults and safely sharing and using children's images.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children, young people and adult service users, provide a record of our activities and raise awareness of our organization.
- the welfare of the children, young people and adults taking part in our activities is paramount
- children, their parents, carers and service users 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, young people and adults is only meaningful when children, their parents, carers and service users 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, young people, service users online.

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

- always ask for written consent from a child, their parents, carers or service users before taking and using an image
- we will always explain what images will be used for, how they will be stored and what potential risks are associated with sharing images.
- Make it clear that if a child, their family, or service users 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 and service users 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, young people or adults and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, parents, carers and adults understand how images 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 in appropriate clothing (including safety wear if necessary)
  - avoiding full face and body shots of children, young people and adults taking part in activities such as swimming where there may be a heightened risk of images being misused
  - using images that positively reflect people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images as part of our child and adult safeguarding policies. We will ensure everyone involved in our organization; knows the procedures to follow to keep our service users 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, children and adults that they need to give consent for [Karibu] 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 accounts to understand who else will be able to view any images they share
- reminding children, parents, carers and service users who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for Karibu AWSG's use**

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with Karibu AWSG's permission and using our equipment.

Children, young people, parents, carers and service users 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
- always ensuring the photographer wears identification
- informing children, parents, carers and service users that a photographer will be at the event and ensuring they give written consent to images which feature them being taken and shared
- not allowing the photographer to have unsupervised access to children and adults
- not allowing the photographer to carry out sessions outside the event or at a child's or adults home
- reporting concerns regarding inappropriate or intrusive photography following our child and adult safeguarding policies.

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by Karibu AWSG's) 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, young people and adults 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.

Karibu AWSG's will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children, parents, carers and service users 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, carers and service users that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If Karibu AWSG's 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 and adult safeguarding policies.

### **If consent to take photographs is not given**

If children, parents, carers or adults 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 or make them feel isolated.

We will never exclude a child, or adult from an activity because we do not have consent to take their photograph.

### **Storing images**

We will store photographs and videos of children, parents, carers and adults securely, under 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 period of 6 years.

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

Karibu AWSG's does not permit staff and volunteers to using any personal equipment to take photos and recordings of children, parents, carers or adults. Only cameras or devices belonging to Karibu AWSG's should be used.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Children Safeguarding policy and procedures.
- Adults Safeguarding policy and procedures

- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

**Contact details.** photography and

images co-ordinator

Name:

Phone/email:

Senior lead for safeguarding and child protection

Name:

Phone/email:

NSPCC helpline 0808 800 5000

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

Signed by: .....

Date: .....

Review Date: