

## Photography and Filming Audio Statement Health and Safety Policy - Learners

The purpose of this policy statement is to:

- Protect children/young people and adults who may be vulnerable who take part in **Instep UK Ltd.'s** training, 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/young people and adults who may be vulnerable during our training, 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/young people and adults who may be vulnerable.

This policy statement applies to **all** staff, volunteers and other adults associated with **Instep UK Ltd.**

### Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children/young people and adults who may be vulnerable in England.

- The Children Act 1989 and 2004
- UN Convention on the Rights of the Child 1991
- Data Protection Act 2018
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Statutory guidance Working Together to Safeguard Children 2016 (previous versions; 1999, 2006, 2010, 2013 and 2015)
- Keeping Children Safe in Education 2019 (this replaces previous version of 2014 and the Safeguarding Children and Safer Recruitment in Education 2006)
- Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015
- The Care Act 2014
- The Mental Capacity Act 2005
- The 'No Secrets' guidance which sets out a code of practice for the protection of vulnerable adults
- Equality Act 2010.

## **We believe that:**

All our learners including Children/young people and adults who may be vulnerable should never experience abuse of any kind

We have a responsibility to promote the welfare of all our learners including Children/young people and adults who may be vulnerable and to take, share and use images safely.

## **We recognise that:**

- The welfare of all our learners including Children/young people and adults who may be vulnerable taking part in our services is paramount
- All our learners including Children/young people and adults who may be vulnerable and their parents/carers have a right to decide whether images are taken and how these may be used, regardless of age, disability, gender and gender reassignment, race, religion or belief, sexual orientation and maternity/paternity marital status.
- Consent to take images of children is only meaningful when the children/young people and adults who may be vulnerable understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children/young people and adults who may be vulnerable Always asking for written consent from a child, young person, adult who may be vulnerable and their parents' or carers before taking and using an image
- Changing the names of the child, young person or adult who may be vulnerable whose images are being used in our 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 who may be vulnerable
- Making sure children, young people and adults who may be vulnerable and their parents and carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information) online.

## **We will seek to keep children, young people and adults who may be vulnerable safe by:**

- Reducing the risk to images being copied and used inappropriately by:
- Only using images of children, young people and adults who may be vulnerable in appropriate clothing (including safety wear or personal protective equipment if necessary)
- Avoiding full face and body shots of children, young people or adults who may be vulnerable in activates where they may be a heightened risk of images being misused
- Using images that positively reflect children, young people and adults who may

be vulnerable involvement in activities

- We will also develop a procedure for reporting the abuse or misuse of images of children, young people or adults who may be vulnerable as part of our safeguarding procedures
- We will ensure everyone involved on our organisation knows the procedure to follow to keep children, young people and vulnerable adults safe.

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

When children, young people or adults who may be vulnerable, parents/carers or members of the public are taking photographs or filming our events and the images are for personal use, we will publish guidance about image sharing in the event or programme and/or announce details of our photography policy before the start of the event. This includes:

- Reminding them that they need to give consent for (name of group/organisation) to take and use the images
- Asking for photographs taken during the event not to be shared on social media or asking people to gain permission from children, young people or adults who may be vulnerable and their parents/carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings on their social media account to understand who else will be able to view any images they share
- Reminding children, young people and adults who may be vulnerable and parents/carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for trainers and tutors**

We recognise that our trainers and/or tutors may use photography and filming as an aid in teaching, learning and assessment activities. However, children, young people and adults who may be vulnerable and their parents/carers must be made aware that this 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, young people and adults who may be vulnerable safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children, young people and adults who may be vulnerable and their parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child
- Not allowing the photographer to have unsupervised access to children, young people and adults who may be vulnerable outside the event or at home

- Reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedure.

## Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by **Instep UK Ltd**) or learners 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.

**Instep UK Ltd** 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 **Instep UK Ltd** 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. Images will be stored for a period of 3 years.

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

**Instep UK Ltd** 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 organisation should be used.

## Related policies and procedures

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

- Safeguarding and Prevent Procedure
- Procedures for responding to concerns about a child or young person's wellbeing.

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