

Minor To Major: Photography and sharing images policy

Outline

It's 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 successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. For this reason, this policy has been created to reduce any potential risks and dangers and put appropriate measures in place. *Minor To Major* will ensure that staff, parents, carers, family members and others understand the policy.

Risk factors

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children when photographs are shared on websites and in publications with personal information
- inappropriate photographs or videos are taken of children
- inappropriate use, adaptation, or copying of images or videos of children

Preventative actions

- do not use children's names in media captions. If a child is named, avoid using the media.
- use a parental permission form to obtain consent for a child to be photographed and videoed
- staff should never use personal devices to take images and videos of children, only approved cameras and devices belonging to *Minor To Major* should be used.
- staff should never post images online from their personal accounts of any *Minor To Major* activity that features any child
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example dance and drama, or at play, present a much greater risk of potential misuse.
- address how images of children on an organisation's website can be misused. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- state written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- do not allow photographers unsupervised access to children
- do not approve photography sessions outside the event or at a child's home.

'Acceptable Use'

This refers to any unofficial photos or videos taken by parents/carers or spectators at performances or events. In this case *Minor To Major* are required to ask that no photos or videos are shared online or on social media.

Gaining permission and consent

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. For young people under 18 parental consent is needed to use an image for promotional purposes. Parents and carers should be aware of our organisation's photography policy and will be asked to sign a consent form for use of their child's images which will be kept on record.

Storing Images

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

Avoid using any personal equipment such as mobile phones or tablets to take photos and recordings of children and use only cameras or devices belonging to the organisation.

This policy will come into effect from: 1st September 2023

This policy will be reviewed from: 1st August 2024