

PHOTOGRAPHY & SHARING IMAGES:

It's extremely important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

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 and young people when photographs are shared on websites and in publications with personal information
inappropriate photographs or recorded images of children
inappropriate use, adaptation or copying of images.

Developing a photography policy:

Schools, clubs and organisations should develop a photography policy to use for images of children and young people that are going to be used in publications, websites and social networking sites.

The policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared more safely.

The policy should include the following:

Do not use children's names in photograph captions. If a child is named, avoid using the photograph.

use a parental permission form to obtain consent for a child to be photographed and videoed

obtain the child's permission to use their image
(13+)

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.

The school or club will need to ensure that parents, carers, family members and others understand the policy.

Many schools and clubs also have an acceptable use policy for using photographs, which may include asking parents not to share photos on social media.

For young people under 13 get parental consent to use an image for promotional purposes.

Make sure parents and carers are aware of your school or organisation's photography policy.

Ask parents to sign a consent form for use of their child's images and keep a record.

Storing images securely:

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 and encrypted.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

Organisations who are storing and using photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information.