

TOWER HAMLETS YOUTH SPORT FOUNDATION

PHOTOGRAPHY & FILMING POLICY

2024

Introduction

Our commitment to keeping children and young people safe whilst in our care is our highest priority.

Photography and video are important tools for our charity. They can help beneficiaries capture and celebrate special moments, retain memories of positive experiences, recruit new participants/supporters, and promote the charity and its activities. However, images and videos must be created and used responsibly and with respect for the privacy and safety of anyone involved.

This policy intends to set out how the charity will create, use and/or store images and video safely.

The policy applies to:

- All children and young people involved with the charity (IE. any person under the age of 18)
- All parents and carers with responsibility for a child involved in our activities
- All staff and volunteers

Our Policy

Our policy outlines how the charity will put guidance and safeguards in place for the appropriate use of photography and filming of our participants, and our expectations for all participants, coaches, staff, volunteers, parents, carers and spectators.

What we'll do

As part of our photography and filming policy we will take, store and process images and videos in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will also:

1. Promote and prioritise the safe use and storage of images and videos
2. Value, listen to and respect all children, parents, carers, staff, volunteers and spectators
3. Ensure robust photography and filming procedures are in place
4. Adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
5. Gain written consent from children and parents or carers before taking or sharing any photos or videos – participants, parents and carers can withdraw their consent at any time

6. If working with a third party with direct responsibility for a child or group of children (eg. a school or club), ensure that they have gained relevant consent and/or allow them sufficient time to remove children from photographs/videos if such consent is not in-place
7. Make sure images and videos are used in accordance with the consent provided
8. Outline the use and storage of any images and videos taken when consent is requested
9. Put measures in place if a child, parent or carer does not wish to give consent to be photographed or filmed
10. Use images and videos for the purpose of training, promoting and celebrating our organisation
11. Store images securely and limit access to authorised individuals only
12. Allow authorised staff who have received appropriate training to take photos and videos
13. Monitor and manage the use of images to prevent misuse
14. Encourage participants, parents, carers and spectators to report any concerns about inappropriate use of images or videos to a member of staff or lead safeguarding officer, in line with our safeguarding procedures
15. Act immediately to address any reported concerns or worries
16. Provide training to staff and volunteers on the policy and its importance
17. Only use external agencies who abide by our organisations photography and filming policies
18. Adhere to our online safety policy when sharing any images or videos online

What we won't do

As part of our photography and filming policy we will not:

1. Take, use, or share photos or videos that could be considered inappropriate or abusive
2. Include full names and addresses alongside images of children and young people
3. Use images or videos that could make a child easily identifiable