



Bradmore Green

Community hub

Bradmore Green Community Hub CIC

Photography + Social media Policy

1. Policy Statement

Bradmore Green Community Hub CIC is committed to respecting the privacy, dignity, and safety of everyone who uses the Hub. This policy sets out how photographs, images, video, and social media content are created, used, and shared in a way that is lawful, ethical, and aligned with safeguarding and data protection requirements.

2. Scope

This policy applies to all staff, volunteers, facilitators, contractors, room hirers, participants, and visitors. It covers photography, video, digital images, and content shared on social media platforms connected to the Hub or taken during activities at the Hub.

3. Purpose of Photography, Images, and Social Media

Photography, images, and social media may be used to promote the Hub's activities, celebrate community involvement, share information with funders or partners, and for internal record keeping. Content will only be used where it supports the aims, values, and reputation of Bradmore Green Community Hub CIC.

4. Consent

Consent will be obtained where required before photographs or recordings are taken or shared. For children and young people under 18, consent must be provided by a parent or legal guardian. Individuals have the right to refuse or withdraw consent at any time, and this will be respected wherever reasonably possible.

5. Safeguarding Considerations

Images and content involving children and vulnerable adults will be taken and used sensitively. Names will not be used alongside images of children. Content that could be considered intrusive, inappropriate, or open to misuse will not be taken or shared. Photography and recording are not permitted in toilets, changing areas, or other private spaces.

6. Informing Participants

Participants will be informed when photography, recording, or social media content may be created, either through signage, booking information, or verbal notice. Anyone who does not wish to be photographed or included in social media content should inform a member of staff, and reasonable steps will be taken to respect their wishes.



Bradmore Green

Community hub

7. Use of Personal Devices

Staff and volunteers must not use personal devices to take photographs or videos of participants unless explicitly authorised. Any authorised images must be transferred to approved systems and deleted from personal devices as soon as possible.

8. Storage and Security of Images

Images and recordings will be stored securely and accessed only by authorised individuals. Digital files will be password protected where appropriate. Content will not be retained for longer than necessary and will be deleted securely when no longer required.

9. Social Media Use by the Hub

Official social media accounts will be managed by authorised staff or volunteers only. Content shared must be appropriate, respectful, and aligned with the Hub's values. Safeguarding, confidentiality, and data protection considerations will apply at all times.

10. Social Media Use by Staff and Volunteers

Staff and volunteers must maintain appropriate professional boundaries online. They must not post images, videos, or information about participants, children, or vulnerable adults on personal social media accounts without explicit permission. Online behaviour that could bring the Hub into disrepute or compromise safeguarding may result in action being taken.

11. Images and Content Created by Hirers or Participants

Room hirers, facilitators, and activity leaders are responsible for obtaining appropriate consent for photography, recording, or social media content during their activities. Bradmore Green Community Hub CIC is not responsible for content created or shared by third parties during hired activities.

12. Data Protection

All images, recordings, and social media content are treated as personal data and handled in line with the Data Protection and Privacy Policy, the UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

13. Breaches of This Policy

Any concerns or breaches of this policy must be reported immediately to a Director or the Designated Safeguarding Lead. Breaches may result in content being removed and further action being taken where appropriate.



Bradmore Green

Community hub

14. Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or Hub practice.

Date: September 2025

Next review date: September 2026

Approved by: Stacey Humphrey