



Photography and Videography Policy

Part of the BYO Media and Communications Policy Suite

Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

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Document Details	Information
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Owner	Visual Content Director
Approved By	Hassan Kingsley, Governor
Cross-References	Safeguarding Policy Framework, Digital Safe-guarding Policy, Data Protection Policy, Code of Conduct Policy, Social Media Policy

1. Purpose

To ensure that photography and videography carried out under BYO is done ethically, safely, and in accordance with data protection laws, while enabling expressive, impactful documentation of our programmes.

2. Scope

This policy applies to:

- All staff, volunteers, contractors, or visitors capturing photo/video on BYO premises or at BYO events.
- Content taken for use in: social media, websites, funding bids, internal training, print media, or archival purposes.
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3. Consent

General Principle:

We adopt an opt-in approach for close-up identifiable images. However, general consent is built into programme registration forms.

Types of Consent:

- **General Programme Consent** – covers incidental group shots and event documentation.
- **Specific Media Consent** – for close-ups, interviews, identifiable video, or if naming an individual.

Withdrawal of Consent:

Participants (or their guardians) may withdraw consent at any time. Media must then be removed from future use.

4. What's Allowed (with Consent)

- Close-ups of individuals (when consented)
- Capturing candid moments that reflect emotion, engagement, and impact
- Interviews or voiceovers (verbal on-camera consent acceptable if logged)
- Use of DSLR, mobile phones, drones (with safety clearance), gimbals, etc.
- Post-production edits for storytelling enhancement, so long as the subject is not misrepresented

5. What's Not Allowed

- Filming or photographing in changing rooms, toilets, or private homes
- Content that may cause distress, embarrassment, or be interpreted as suggestive
- Covert filming
- Posting raw footage of children without review
- Using personal phones to store files unless encrypted and pre-approved

6. Best Practice Guidelines

Before Filming:

- Check consent list or get verbal confirmation (recorded if practical)
- Wear BYO ID badge visibly
- Avoid disrupting the activity – be present, not intrusive
- Respect anyone opting out on the day

During Filming:

- Prioritise storytelling over just 'coverage'
- Frame shots responsibly (no focus on vulnerable individuals unless relevant and consented)
- Avoid singling out unless the individual feels confident and included

After Filming:

- Store content on secure BYO-approved drives (never unencrypted personal devices)
- Tag files with consent status and usage rights
- Delete duplicate or unnecessary footage per retention policy

7. Filming Checklist (Pre-shoot – 12 hrs Prior)

- ☐ CF card(s) + backup storage formatted and ready
- ☐ All batteries fully charged
- ☐ Microphone batteries and camera audio check
- ☐ Check consent lists or create log for verbal confirmation
- ☐ Pack consent forms, ND filters, lens cloths, gimbal, etc.
- ☐ Test camera settings and backup media plan

8. GDPR and Data Protection

What counts as Personal Data in Photo/Video:

- A clear image of a child or young person's face
- Distinctive voice in interviews
- Identifiable features (school uniform, location, name tags)

Legal Basis for Processing:

- **Consent** (primary legal basis)
- **Legitimate Interest** (only in non-identifiable contexts e.g. wide crowd shots)
- **All storage, transfer, and deletion** must follow BYO's Data Protection Policy.

9. Review and Removal

- Photos/videos will be reviewed yearly as part of BYO's media audit
- Any image may be removed at the request of a participant or their guardian
- We reserve the right to retain anonymised content for internal training, archives, or reports



Document Control:

- This policy forms part of BYO's comprehensive safeguarding framework
- All staff receive training on digital safeguarding as part of broader safeguarding training
- Regular reviews ensure the policy remains current with technological developments

Reviewed by:

Hassan Kingsley

Date: 24/06/2025

Next Review Date: 24/06/2027

This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.

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