



## **Photography and Filming Policy**

### **The purpose and scope of this policy statement**

Camp Jojo works with children and families.

The purpose of this policy statement is to:

- protect children and young people who take part in Camp Jojo's services, events and activities, specifically those where photographs and videos may be taken.
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities.
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people This policy statement applies to all volunteers and other adults associated with Camp Jojo.

### **1) Legal framework**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [child protection learning.nspcc.org.uk/child-protection-system](https://www.nspcc.org.uk/child-protection-system)

### **2) We believe that:**

- children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### **3) We recognise that:**

- the welfare of the children and young people taking part in our activities is paramount.
- children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images.
- There are potential risks associated with sharing images of children online.

#### **4) We will seek to keep children and young people safe by:**

- always asking for written consent from parents or carers before taking and using a child's or an adult's image
- changing the names of children whose images are being used in our published material, including our website, whenever possible (and only using first names if we do need to identify them). Name badges will be blanked out from any published material. It is the responsibility of the photographer to do this before submitting their work to us.
- never publishing personal information about individual children
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing (including safety wear if necessary), avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

#### **5) Photography and/or filming for personal use**

When children themselves, parents/carers, are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the photography consent forms which parents sign and announce details of our photography policy before the start of the event. This includes:

- instructing volunteers that they should not take any photographs or film of any family members while at camp, except on the Camp Jojo issued cameras which are for Camp Jojo use only, and for which they have been given detailed usage instructions, or if they are acting as Volunteer photographer, in which case they will have signed and abide by the policy agreement (see below). Volunteers must not use their own phones to take any photographs of family members and they should not post any images of families on social media.
- recommending that parents check the privacy settings of their social media account to understand who else will be able to view any images they share.
- reminding children, parents, and carers who they can talk to if they have any concerns about images being shared. (Safeguarding lead)

#### **6) If we hire a photographer for one of our events, we will seek to keep children and young people safe by:**

- providing the photographer with a clear brief about appropriate content and behaviour and ensuring that he/she has read and signed an agreement to abide by this policy
- ensuring the photographer has been DBS checked, if appropriate, and wears identification at all times
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
  - reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

## **7) Storing images**

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.-We will keep-hard copies of images in a locked drawer-and electronic images in a protected folder with restricted access for three years. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Images on our website will be removed after three years.

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep electronic images in a protected folder with restricted access for a maximum of three years. We will not keep hard copies of images, except where they have been used in leaflets or other publicity material, where permission has been specifically granted. We will never store images of children on unencrypted portable equipment such as laptops and memory sticks. Where photographs have been taken on Camp Jojo cameras or the charity's phone, these will be transferred as soon as is reasonably possible to a secure laptop and wiped from the camera or phone.

### **Review date**

This document was last reviewed on:  
.....18/04/24

Next review due on: 17/04/25

The Policy was reviewed and approved by the full Board of Trustees, at the meeting on 18/04/24