



## Live Unlimited Photography Policy

<b>Date Policy Created</b>	<b>03/03/2020</b>
<b>Date Last Reviewed</b>	<b>20/11/2023</b>

### Named Designated Safeguarding Lead (DSL)

**Name:** Sue Cocker

**Appointment:** 16/02/2018

### Named Safeguarding Trustee Lead (DSL)

**Name:** Harriet Boamah

**Appointment:** 04/05/2023

Live Unlimited works with care experienced children and carers as part of its activities. These include, but are not limited to, Outdoor Club, Driving Ahead, Aspire Higher and other out of school enrichment activities partners.

The purpose of this policy statement is to:

- protect children and young people who take part in Live Unlimited'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 staff, volunteers and other adults associated with Live Unlimited.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales [select the relevant nation].

Summaries of key legislation and guidance is available on NSPCC Learning:

<http://www.learning.nspcc.org.uk/child-protection-system>

<http://www.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

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.



We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and 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 children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.  
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- there are potential risks associated with sharing images of children online.

Image taking and sharing:

Live Unlimited staff are not at liberty to take photographs, make recordings by video or of voice without the express and prior consent of the person(s) subject.

All completed Consent Forms are to be sent to the Projects Officer for safe-keeping and retained under GDPR policy guidance.

Note: Consent is only meaningful when the young adult and their guardian/mentor or the child and their parents/carers understand the potential risks associated with the use and distribution of these images

Images of Children and Young People:

There are potential risks associated with sharing images of children and young people online and LU seeks to help keep them safe by:



- always asking for written consent from a young person / child and their parents or carers before taking and using their image
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of young people / children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual young people, children or their families
- making sure young people, children, their guardians, parents and carers understand how images 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 young people / children in appropriate clothing (including safety wear if necessary)
  - avoiding full face and body shots of young people / 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 / children's involvement in the activity or event.
- ensuring our delivery partners are made aware of consent preferences and for images not to be shared on their own platforms without LU's express consent.

All consents for taking and sharing of images, video and voice recordings must be sought in advance and prior to the publishing of any such material online each time any image, video or recording is shared. Explanation of what the consent allows must be explained by LU Staff at the time of completion. This must include how the media is securely stored and for how long.

If consent to take photographs is not given

If children, young adults and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

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.

Delivery partners We Are Grow will only share images of children attending Outdoor Club through an agreed encrypted format.

Images will be stored for a period of three years from the date consent was obtained.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Live Unlimited does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Live Unlimited should be used.

Photographs used to identify children and adults for official purposes, such as identity cards, are stored in compliance with the legal requirements for handling personal information. Further guidance can be found [here](#).

## Photography and Filming

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

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

- reminding parents/carers and children that they need to give consent for Live Unlimited to take and use images of children
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- recommending that people 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 a named event organiser if they have any concerns about images being shared.

### *Photography and/or filming for Live Unlimited's Use*

We recognise we may use photography and filming as an aid in activities and events. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.



When 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
- ensuring the photographer 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
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photographs

#### *Photography and/or filming for wider use*

If people such as local journalists or professional photographers (not hired by LU) wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance from the Trustees. They should provide:

- the name and address of the person using the camera
- the name of the event and/or names of children they wish to take images of (if possible)
- the reason for taking the images and what the images will be used for

#### Reporting Concerns

#### Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- [Safeguarding and child protection policy and procedures.](#)
- [Whistleblowing Policy.](#)

Any questions regarding this guidance as a whole must be addressed to the Safeguarding Lead, Harriet Boamah

#### References



[Photography and sharing images guidance | NSPCC Learning](#)