

NORTH WEST CHILDRENS  
SUPPORT GROUP



**PHOTOGRAPHY POLICY**

Reviewed            June 2019

Review Date        June 2020

## **POLICY STATEMENT**

NWCSG recognises that it is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the experiences of their children when they have taken part in a NWCSG holiday or activity.

NWCSG also recognises that it is important to be aware of child protection and safeguarding issues when people are taking photos or filming at holidays or activities.

The potential for misuse of images can be reduced if we are aware of the risks and dangers and we put appropriate measures in place.

## **AIMS OF THIS POLICY**

The purposes of this policy are

To safeguard the children in our care and to ensure that all volunteers across the organisation recognise the vulnerability of these children,

To protect the integrity of the NWCSG and to protect the integrity and reputation of trustees, committee members and volunteers,

To provide guidelines for volunteer helpers on the appropriate ways to take and share photographs.

This policy has accompanying guidelines, any volunteer who does not follow these guidelines will jeopardise their future involvement with the NWCSG

## PHOTOGRAPHY GUIDELINES FOR VOLUNTEERS

- Ensure that parental permission has been obtained prior to taking any photographs of a child (Consent is recorded on the child's medical form)
- If possible obtain the child's permission to use their image

If appropriate children should be consulted about the use of their photographs. This ensures they are aware that the image is taking place and they understand what the picture is going to be used for.

- Only use images of children in suitable clothing to reduce the risk of inappropriate use. Be aware that some activities eg swimming present a greater risk of potential misuse.
- Images of children must be kept securely. Electronic images should be in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Avoid using personal equipment to take photos of children and use only cameras or devices belonging to or authorised by the NWCSG.

NWCSG recognises that during the holidays "photo opportunities" may arise when helpers do not have access to the cameras or mobile phones belonging to the charity. So that these special moments are not lost helpers may use their own mobile phones to take photographs, but these must be uploaded to the NWCSG Dropbox or into a dedicated Whatsapp group for the admin to upload to Dropbox. Such photographs must be deleted from the helpers' phones before the end of the holiday and ideally on a daily basis. Photos taken in this way must not be sent directly to parents from helpers' personal phones.

**Never post pictures of children on Facebook or other social media yourself even if they or their parents ask you to do this. Only holiday leaders will upload photographs to social media.**