



## Photography & Video Policy

**Policy statement:** HTAFC is committed to ensure that all children are kept safe and that everyone responsible for children within the organisation takes all necessary steps to prevent inappropriate images from being taken; and that innocent images are not used inappropriately. HTAFC staff and volunteers are best placed to implement this policy and are trained to understand the risks and take the appropriate steps to keep children safe.

Parents and carers will not be prevented from taking appropriate pictures or filming their children. HTAFC believes that this is normal family practice and is incredibly important in marking milestones in a child's life and therefore encourage the taking of appropriate images of their children. However, appropriate photographic and video controls is an essential element of good safeguarding practice.

**Understanding the law:** It is not an offence to take appropriate photographs in a public space, even if asked not to do so. No one is permitted to decide who can and cannot take images on public land. Therefore, should there ever be concerns about safeguarding in relation to images and footage being taken in a public space and a staff member or volunteer genuinely and in good faith believe that someone is acting unlawfully or putting a child at risk then they should call the Police. Concerns relating to images and footage being taken on HTAFC premises and land should be raised immediately with HTAFC's Designated Safeguarding Officer.

When activities are being undertaken on private land, then it is at the discretion of the land or facility owner whether images and footage can be taken. However, whether permission for images or footage to be taken is granted must be made clear to individuals prior to them being allowed access to the private property. If someone then fails to comply with the "no images or footage" instruction they can then be instructed to leave.

### Understanding the risks:

- Images in which children are named can create opportunities for people to groom a child.
- Some individuals use activities undertaken in public places as an opportunity to take inappropriate images and footage of children.
- Images and footage of children can be used inappropriately and be circulated and copied via websites and email.
- Children can be identified and located in circumstances where this would be inappropriate and unsafe for the child and/or parent and carer.

### Photography and video use principles:

- Parents and carers will be permitted to take appropriate photographs and footage of their children.
- If HTAFC wishes to take photographs or footage of a child, a **Parental & Child Consent Form** will always be used - in line with **HTAFC's Parental & Child Consent Policy**.

Where possible and appropriate HTAFC will also obtain a child's permission to use their image.

- No images will be used by HTAFC - for any purposes - without consent having been provided for that use.
- HTAFC will avoid using children's names (first name or surname) in photograph captions.

If the child is named, then HTAFC will avoid using the photograph.



If the photograph is used, then HTAFC will avoid naming the child.

- Where permission has been granted HTAFC will only use images of children in a suitable dress to reduce the risk of inappropriate use.

HTAFC is very aware that certain activities e.g. swimming, gymnastics and athletics presents much greater risk of potential misuse and will therefore risk-assess appropriately in relation to permission to photograph such activities.

- HTAFC will take all steps necessary to ensure that a child who is under care proceedings is protected and ensure that their image is not placed in the public domain. This will be achieved through requesting appropriate information on the **Parental & Child Consent Form**.
- All images and footage taken will focus on the activity and not the child.
- Unsupervised access to children - or a child - on a one to one photo shoot will not be permitted.
- HTAFC will not use authorised images and/or footage where children are wearing jewellery.
- Images and footage will represent the diversity of children at HTAFC.
- HTAFC will not permit - and will take all steps necessary to prevent - images or footage being taken in changing rooms, showers or toilets.

**Use of professionals:** Where HTAFC engages with professionals to take images or footage it will be clear at the outset as to the organisations expectations in relation to HTAFC's **Photography & Video Policy**. In addition, HTAFC will:

- Provide the professional with a clear brief about appropriate content and behaviour.
- Provide the professional with a copy of HTAFC's **Photography & Video Policy** and explain its commitment to safeguarding children.
- Establish who will hold the images and footage and the intended use.
- Provide the professional with identification which must be worn at all times.
- Inform children, parents and carers of the professional being in attendance and explain that no child's safety and safeguarding will be compromised.

**Coaching:** If HTAFC should want to utilise images or footage as a coaching aid this will be explained to the child and parents/carers and explicit appropriate consent will be gained prior to the taking of any images or footage. Where consent to utilise images or footage as a coaching aid has been given, HTAFC will ensure the security of such files in line with its **Recording, Storing and Sharing Information Policies & Procedures**.

**Reporting concerns:** HTAFC requires its staff and volunteers to report any kind of behaviour which breaches this **Photography & Video Policy** or causes them concern. HTAFC strongly encourages all children, parents and carers to raise any questions or concerns in relation to this **Photography & Video Policy**. Questions and concerns should be directed to HTAFC's Designated Safeguarding Officer.

**All elements of HTAFC's Photography & Video Policy apply to any equipment that is capable of taking photographic images or video footage - and expressly includes the use of mobile phones and tablets.**

**Reviewed & Updated: September 2019**

**HTAFC will review this Photography & Video Policy and good practice at least annually.**