

# ATE Photography and Filming Policy Statement

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Approved by Governing Body: December 2019

## The purpose and scope of this policy statement

Active Training and Education (ATE) is a charitable organisation that delivers residential camps for children across the UK. Our summer camps (called Superweeks) are delivered by highly trained, skilled and creative teams of volunteers. The charity also delivers events and training to schools, educators, and other childhood and educational organisations. All our activities are administered through a central office located in Gloucester.

Active Training and Education works with children as part of its activities.

The purpose of this policy statement is to:

- protect children and young people who take part in ATE'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 ATE.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK.

Summaries of key legislation and guidance is available on:

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

## 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.

More information about this is available from [learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance](https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance)

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

- asking for written consent from a child's parents or carers before using a child's image
- explaining what images will be used for, how they will be stored
- 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
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- 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:
  1. only using images of children in appropriate clothing
  2. 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.

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

When children themselves, parents, or carers are taking photographs or filming at our events and the images are for personal use, we will 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 ATE to take and use their images
- asking for photos taken during the event not to be shared on social media
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

ATE staff are not permitted to take photographs or videos of children at ATE events for their personal use.

## **Photography and/or filming for ATE's use**

ATE may take photographs and videos to celebrate the successes and achievements of our children and young people, to provide a record of our activities, or to raise awareness of our organisation through marketing.

ATE staff will:

- use only ATE-authorized devices to take photographs and videos
- only post images on social media via the ATE office who hold records of permission
- delete photographs and videos from mobile devices once transferred to the secure office server
- occasionally our group leaders may use photography and filming as an aid in activities such as music or drama. When this is the case, photographs will be deleted from personal devices.

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
- ensuring the photographer wears identification at all times
- informing children that a photographer will be at the event
- ensuring parents or carers give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children

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

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

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

ATE will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If ATE is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

## 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. Stored images will be reviewed and deleted every three years.

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

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

## Related policies and procedures

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

- [Child protection policy](#)
- [Data protection policy](#)
- [Data retention policy](#)
- [Procedures for responding to concerns about a child or young person's wellbeing](#)
- [Code of conduct for staff and volunteers](#)
- [Online safety policy and procedures for responding to concerns about online abuse](#)

## Contact details

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