
HOPE2FAMILIES SAFEGUARDING POLICY

Photographing and sharing images

70 Long Commons Coleraine
Coleraine, BT52 1LH
07856201383
wildfireministrys@gmail.com

Table of contents:

<u>Guidance for photographing and filming:</u>	3
<u>Risks of sharing images online:</u>	4
<u>Seeking consent to share images of children and young people: When is consent needed?</u>	5
<u>How to get consent:</u>	5
<u>What to do if consent isn't given:</u>	6
<u>Storing images securely:</u>	6
<u>References and resources:</u>	8
<u>Childline:</u>	8
<u>Contact details:</u>	9
<u>Find out more about:</u>	10

Guidance for photographing and filming:

It's important that children and young people feel happy with the photographs and films they appear in. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- If a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- Children who choose not to have contact with some members of their family may decide to minimise their online presence
- Families may have religious or cultural reasons for choosing not to be photographed

It's important to be aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced if we are aware of the potential dangers and put appropriate measures in place.

We also consider the data protection implications of making, using and storing images of children and young people for your charity's use.

Risks of sharing images online:

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- Children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school uniform
- Inappropriate images of children may be shared online
- Images may be copied, downloaded, screenshotted or shared by anyone
- Images of children may be adapted and used inappropriately
- Photos or videos may appear in internet search results

- Depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then licence images for use by third parties – such as for commercial purposes
- Each photo or video, and any comments on them, become a part of a child's public image. This may affect them later in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job

(Thinkuknow, 2021).

Before sharing images of children on social media, we will consider how widely images may be shared, how long they may remain available and how this may affect the children's long-term wellbeing.

Seeking consent to share images of children and young people: When is consent needed?

Children will be consulted about the use of their image and give consent to it being used and shared.

For young people under 16, we will also get parental consent to use an image.

In situations where under 16s are separated from their parents (for example if they are in care) we will seek consent from someone who holds parental responsibility (for example the child's carer or the local authority).

For 16- to 17-year-olds, we will decide if it's appropriate to obtain parental consent, depending on the activity and the young person's circumstances. If we decide we do not need parental consent, then we will consider whether to inform parents that the child's photograph is being shared. In most circumstances, parents have a legal parental responsibility for their children up to the age of 18.

How to get consent:

We will make sure children, young people, their parents and carers understand what they are agreeing to.

- Make them aware that a photo or video is being taken.
- Explain what the image is going to be used for.
- Ask for their consent to share their image and record this on a written consent form.
- Tell them how long their consent is valid for and how long you will keep the image for.
- Explain what you will do if a child or their parents change their mind and withdraw consent at a later stage.
- Make it clear that if a child's image has been used online or in printed publications it will be very difficult to recall it if consent is withdrawn.

A record of the written consent that parents, carers and children have given for images being used.

It's good practice to share the photography policy we have with children and parents and seek their consent at the beginning of the year. We may also need to get additional consent in specific circumstances (if for

instance, we are bringing in a professional photographer or the photos might appear in the local or national media).

What to do if consent isn't given:

If children and/or their parents and carers don't want to have their photo taken or shared, we will respect their wishes.

Children should never be excluded from an activity because we don't have consent to take their photograph.

In advance of a photography session we should agree with parents, carers and the child the best way for them to be identified so the photographer knows not to take photos of them. This might involve giving them a badge, sticker or wristband. Whichever method we choose, we should make sure children don't feel singled out or isolated.

Storing images securely:

If our charity stores images or video recordings of children for official use, we must ensure we are complying with the Data Protection Act 2018.

We must take steps to mitigate the risk of unauthorised access to and inappropriate use of images of children. This might include:

- Storing images in a secure location
- Encrypting electronic images before they are stored
- Only using devices belonging to our organisation to take and store photos and recordings of children
- Making sure anyone who takes or uses images of children for our charity has permission to do so.

In Hope2Families we work very closely with children, young people, their families and outside agencies and there is a possibility that we will come into contact with confidential or sensitive information.

Confidential information is information which is not lawfully in the public domain or readily available from another public source. In this organisation it is our intention to respect the privacy of children and young

people and their parents. We aim to ensure that all parents can share information with us in the confidence that it will only be used to enhance the welfare of their child.

This charity will respect confidentiality in the following ways:

- Parents will have ready access to the records of their own child/children, but will not have access to information about any other child;
- Information given by parents to staff and volunteers will not be passed on to other adults without permission, except with regard to a safeguarding concern;
- We inform parents when we need to record confidential information beyond the general personal information we keep – for example with regard to any injuries, concerns or changes in relation to the child or family, or any discussions with parents/carers on sensitive matters;
- We keep all records securely.

Signed: Date:

Review date:

References and resources:

Ask the Police (2021) Q717: I want to take some photos / video footage in public, is it now illegal? [Accessed 09/12/2021].

Department for Education (DfE) (2018) Data protection: toolkit for schools. London: DfE.

Information Commissioner's Office (ICO) (2017) In the picture: a data protection code of practice for surveillance cameras and personal information (PDF). [Wilmslow]: ICO.

Information Commissioner's Office (ICO) (2021a) Guide to data protection. [Accessed 28/07/2021].

Information Commissioner's Office (ICO) (2021b) Data storage. [Accessed [Accessed 28/07/2021].

Information Commissioner's Office (ICO) (2019c) CCTV checklist. [Accessed 28/07/2021].

Ofsted (2019) Surveillance and monitoring in residential childcare settings: information for providers and managers on the use of surveillance, including CCTV, in their residential childcare settings and how Ofsted will evaluate its use. [Accessed 28/07/2021].

Thinkuknow (2021). Sharing pictures of your children online. London: National Crime Agency's CEOP Command. [Accessed 28/07/2021].

Childline:

If a child or young person needs confidential help and advice after an image of them has been shared online, direct them to Childline. Calls to 0800 1111 are free and children can also contact Childline online. They can get advice from the website about:

- Online and mobile safety
- Reporting a nude image online and requesting removal

Contact details:

Nominated child protection lead:

Marc Taylor

07514993163

wildfireministrys@gmail.com

Deputy child protection lead:

Heather Taylor

07856201383

wildfireministrys@gmail.com

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

..... **24th May 2022**(date)

Signed: *Marc Taylor*

[this will be signed by the most senior person with responsibility for safeguarding in our charity, the safeguarding lead on your board of trustees].

Find out more about:

<https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities>

<https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children>

<https://learning.nspcc.org.uk/safeguarding-child-protection/lgbtq-children-young-people>

<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send>