



# Photography and Filming Policy

## PURPOSE & SCOPE OF POLICY

Experience Education works with Schools, Colleges, Youth Organisations/Charities and Children and families as part of its activities.

The purpose of this policy statement is to:

- Protect children and young people who take part in Experience Education'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 Experience Education

## 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.

## WE WILL SEEK TO KEEP CHILDREN & YOUNG PEOPLE SAFE BY:

- always asking for written consent from the Party Leader, School, Group Tour Leader who have requested the permission of the child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- 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
- making sure the Party Leader, School, Group Tour Leader, 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:

- only using images of children in appropriate clothing (including safety wear if necessary)
- 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.

## PROFESSIONAL PHOTOGRAPHER/FILMOGRAPHER

If we hire a professional 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, their parents and 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
- reporting concerns regarding inappropriate or intrusive photography following our Safeguarding Procedures.

## EXPERIENCE EDUCATION PHOTOGRAPHER/FILMOGRAPHER

If an Experience Education employee is taking photos or filming for one of our events, we will seek to keep children and young people safe by:

- providing the employee with a clear brief about appropriate content and behaviour
- ensuring the employee wears identification at all times
- informing children, their parents and carers that they will be taking photos and filming at the event and ensure that they have checked they have written consent to images which feature their child being taken and shared on social media.
- not allowing the photographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our Safeguarding Procedures.

## IF CONSENT IS NOT GIVEN OR RETRACTED AT A LATER DATE:

If children, parents and/or carers do not consent to photographs being taken, Experience Education 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.

If a customer or parent/carers contacts Experience Education to retract the consent of the use of an image; Experience Education will remove the image as soon as possible from any online websites and pages and provide communication that it has been removed.

For images used within the company's brochures, it is not possible to immediately remove an image from until the next planned printing of that brand's brochure. In this situation we will provide dates of when the next printing is to take place and confirm the image will not be used at this stage.

Customers can contact Experience Education if they wish to retract permission to use images or if they require further information regarding the use of any images – [info@experienceeducation.com](mailto:info@experienceeducation.com)

## STORING OF IMAGES

We will store photographs and videos of children securely, in accordance with our GDPR policy and data protection law.

We will keep any hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of time as set out within the contract with the photography company.

Images taken by Experience Education Employees at an event using a company camera or mobile device (phone/tablet) will be transferred to the secure folder and deleted from the mobile device. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Experience Education does not permit employee to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Experience Education should be used.