

Great Aycliffe Town Council



PHOTOGRAPHING AND FILMING CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS

Author of Policy: Corporate & Policy Officer
Policy Effective From: 14th June 2023



Contents

PHOTOGRAPHY AND FILMING OF CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS POLICY.....	1
Introduction.....	1
Keeping Children, Young People and Vulnerable Adults Safe	2

PHOTOGRAPHY AND FILMING OF CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS POLICY

Introduction

- 1 Great Aycliffe Town Council works with children, young people and families as part of its services, activities and events.
- 2 For the purposes of this policy, children and young people are defined as anyone under the age of 18.
- 3 Separate policies are in place for children attending St Oswald's Pre-School.
- 4 The Town Council has a Child, Young People and Adult Protection and Safeguarding Policy, which should be considered in conjunction with this policy.
- 5 The Town Clerk has overall responsibility for this policy, including keeping it under review.
- 6 This policy has been written with reference to NSPCC guidance. The purpose of this policy is to:
 - Protect children, young people and vulnerable adults who take part in the Town Council'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, young people and vulnerable adults during our events and activities.
 - Ensure that we operate in line with our values and within the law when creating, using and sharing images of children, young people and vulnerable adults.
- 7 The Town Council acknowledges its responsibility to promote the welfare of all children and young people and vulnerable adults to take, share and use images of children safely.
- 8 Sharing photographs and films of our activities and events can help us celebrate the successes and achievements of children, young people and vulnerable adults and provide a record of our activities and events.
- 9 The welfare of everyone taking part in our activities and events is paramount.
- 10 The Town Council believes that children, their parents and carers, and vulnerable adults 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.
- 11 Consent to take images, particularly 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.

12 There are potential risks associated with sharing images of children online.

Keeping Children, Young People and Vulnerable Adults Safe

- 13 Authorised Town Council staff may take photographs or film footage at our activities and events for promotional and social media purposes. Staff will be clearly identified with an official name badge. Photographs will usually be of a general nature and not of individuals. In the event that a photograph is required of a child, young person or vulnerable adult, the Town Council staff member will always:
- Ask for written consent from a child or young person and their parents or carers before taking and using their image.
 - Explain what the images will be used for, how they will be stored securely and what potential risks are associated with sharing images of children and young people.
 - Make it clear that if a child or young person, or vulnerable adult, or their family withdraws consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
 - Change the names of children or young people whose images are being used in our published material whenever possible (and only use first names if we do need to identify them).
 - Ensure that personal information about individual children or young people or any identifying information (for example the name of their school or a school uniform with a logo) are not published.
 - Make sure children, young people, vulnerable adults and their parents and carers understand how the images will be securely stored and for how long (including how we will control access to the images and their associated information).
 - Reduce the risk of images being copied and used inappropriately by only using images of children or young people in appropriate clothing (including safety wear if necessary), avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused and using images that positively reflect young people's involvement in the activity.
- 14 We will display information regarding photography and the use of images by Council staff on prominent posters.
- 15 Most Council activities and events are open to all. Anyone attending, including journalists and photographers, or those taking photographs for commercial uses, are requested to follow the guidelines set out in this policy. A policy summary will be available at events for reference, on request.
- 16 If children, young people, parents and/or carers do not consent to photographs or film footage being taken, we will respect their wishes and will expect that anyone else attending the activity or event does the same.
- 17 In the event of a dispute concerning refusal of consent, this should be referred to the senior Council officer present on site.