



Photography Policy

December 2022

The purpose and scope of this policy

Make-Do Play works with 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 Make-Do Play's sessions and events.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our sessions and events.
- 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 Make-Do Play.

Legal framework

This policy has been drawn up on the basis of legislation and policy that seeks to protect children in England. Guidance was sought from the following documents:

NSPCC Learning - Photography and sharing images guidance

ICO Guide to Data Protection

DfE Data protection: a toolkit for schools

We believe that:

- Children should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and to take, share and use images of children safely.
- Children and their families have a right to privacy, regardless of where they are.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate children's achievements, provide a record of our activities, raise awareness of our organisation, promote the importance of free play and raise the profile of playwork.
- The welfare of the children 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 identity, 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.
- There are potential risks associated with sharing images of children online, including specific safeguarding dangers for some individual families.

We will seek to keep children safe by:

- Always asking for consent from a parent or carer (and if appropriate, the child) before taking and using a child's image.
- Always explaining that the images may be used on our social media or website.
- If we wish to share an image in other ways such as use by funders, external organisations we are partnering with or publications promoting our work, we will seek consent again from the parent or carer, and keep a record of this.
- 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 published.
- Never using names or personal information when sharing photos of children online.
- Making sure parents and carers understand how images of children will be stored, by making this policy available to them.
- Requesting that parents/carers do not share photos of children they don't know. A notice at the entrance will remind parents to only take photos of their own children.
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing.

We will respect children's privacy, autonomy and right to play by:

- Being mindful of The Playwork Principles (which state that children should be given freedom to play without unnecessary adult interference) and not interrupt children's play in order to take photos.
- If appropriate (depending on age/comprehension), asking for the child's consent as well as the parent or carer before taking a photo. This must be balanced with the need to not interrupt the child's play.
- Keeping our photography to a minimum and not invading children's personal space when taking photos so that they do not feel bombarded by adults with cameras.
- Never taking a photo of a child who is experiencing a negative experience or emotion.
- Never dictating to a child how we wish a photo to look or asking them to pose.

If we hire a photographer for one of our events, we will seek to keep children safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour (see above).
- 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.
- Providing a way for those who do not wish to be photographed to be clearly identified in a way they are comfortable with, for example by wearing a sticker or being made known to the photographer.
- Not allowing the photographer to have unsupervised access to children.
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.
- We will never exclude a child from an activity because we do not have consent to take their photograph.

Photography for wider use

If people such as local journalists, professional photographers (not hired by Make-Do Play) or students 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 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. Make-Do Play will verify these details and decide whether to grant permission for photographs/films to be taken.
- If granted permission, all of the points in the above section apply.

Storing images

Mobile devices used to photograph children at our sessions will be password protected and kept on staff at all times. Photographs will be transferred to password protected laptops in a folder with restricted access. It will be necessary to keep some photographs on mobile devices for the purposes of social media but they will be deleted regularly. If written consent has been obtained alongside verbal consent (for example when using photographs shared by parents/carers) evidence of this will also be stored. Childrens' personal details or identifying information will never be stored.

This policy will be made available to parents/carers both on our website and as a hard copy kept onsite for those who wish to read it.

This policy should be read alongside our Safeguarding policy.

Contact details - Designated Safeguarding Lead

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

This policy was written by: Kerri Burton

This policy was implemented on: 07/01/2023

This policy was last reviewed on: 02/02/2023