



## Photography and Filming Policy Statement

### **The purpose and scope of this policy statement**

Little Rackets works with children and families as part of its activities. These include teaching multi-sports classes to younger children in nurseries, schools and at Little Rackets' holiday camps.

### **The purpose of this policy statement is to:**

- Protect children and young people who take part in Little Rackets' 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 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 online.

This policy statement applies to all staff, volunteers and other adults associated with Little Rackets.

### **Legal framework**

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

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, provide a record of our activities and raise awareness of our organisation
- 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
- 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 and young people safe by:**

- Always asking for written consent from a child's 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
- Avoiding the use of names of children whose images are being used in our published material whenever possible and only using first names if we do need to identify them
- 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:
  - Only using images of children in appropriate clothing
  - Using images that positively reflect young people's involvement in the activity

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for Little Rackets' use**

If we hire a photographer for one of our camps, 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 or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

## **Storing Images**

Photographs and videos of children will be stored securely, in accordance with our safeguarding policy and data protection law.

We will not keep any hard copies of images and electronic images will be stored in a password protected folder, with restricted access.

No images will be taken on Little Rackets' employee's personal phones or devices.

Under no circumstances will images of children ever be shared with third parties, or any other person than the Little Rackets Company Director, Harry Phillips.

Under no circumstances will images of children ever be posted on personal social media platforms or any platforms other than Little Rackets official social media platforms.