



Photography and filming policy

Created 1st November 2024

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Purpose and Scope of This Policy

Art Camp is committed to working closely with children and families through engaging activities. This policy outlines our approach to photography and filming to:

- Protect children, especially in instances where photos or videos are taken.
- Establish clear guidelines on creating, using, and sharing images.
- Ensure our practices align with Art Camp's values and comply with legal requirements.

This policy applies to all staff, trustees, volunteers, service users, and any adults involved with Art Camp.

Understanding the Risks

While taking photos and videos can often be positive and rewarding, we acknowledge the potential risks:

- Images may be misused or distributed without consent.
- Children or vulnerable individuals could be identified, increasing the risk of harm.
- Identification may place children or adults in vulnerable situations.

Our Commitments

We understand the importance of sharing photos and videos to celebrate achievements, document activities, and promote Art Camp. At the same time, we are committed to:

- Prioritizing the safety and welfare of all children involved in our activities.
- Respecting the right of children, parents, and carers to decide whether images are taken and how they may be used, regardless of age, disability, race, religion, sex, or sexual orientation.

- Ensuring that consent is fully informed, with clear communication on how images will be used and stored.
- Being mindful of the potential risks associated with sharing images online.
- Following safeguarding procedures if we suspect any misuse of images.

Consent and Permissions

- We require explicit, written consent from parents, carers, or guardians (and children where appropriate) before taking any photographs or videos. Consent is obtained as part of the registration process.
- The Camp Manager will explain how images will be used and confirm consent verbally with parents on the day photos are taken.
- If a child or family does not consent to photography, we will fully respect their wishes. No child will ever be excluded from an activity due to a lack of photo consent.
- If consent is later withdrawn, we may not be able to remove images already shared or published.

Purpose of Photography and Filming

Photographs of children enjoying activities at Art Camp will only be taken by the Camp Manager. Images may be used on our website, social media, or promotional materials if consent is provided at registration. The Camp Manager will also check with parents verbally on the day to ensure they are informed about the intended use.

Photos and videos will only be used for the purposes specified at the time consent was given. Typically, we focus on capturing the children's artwork and activities rather than identifiable faces or personal details.

Appropriate Use of Images

- No images will be taken of children in private settings, such as during toileting or changing.
- Group photos should highlight the activity itself rather than focusing on individual children.

Identification of Children

Children will only be identified by their first name in any shared images, and no personal details about individual children or families will be published.

Storage of Images

Images will be stored in line with Art Camp's Data Protection Policy and Children's Records Policy. Photos taken by the Camp Manager may be temporarily stored on a secure device before being uploaded to Art Camp's computer system. Images will only be stored for as long as necessary for their intended purpose and will be deleted once they are no longer required.