



2.9 Photography policy and procedure

1. Purpose

The Bumblebee Children's Charity recognises that the need to ensure the safety and welfare of children and young people and adults is of paramount importance. This policy and procedure is aimed at ensuring that children, young people and vulnerable adults are treated with respect. In accordance with our safeguarding policy we will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children. This policy respects the Children Act 1989, Data Protection Act 1988 and Human Rights Act 1998. It also acknowledges that it is an offence under the Malicious Communications Act 1988, section 1 to distribute images with intent to cause distress and/or anxiety. Any images of child sexual abuse that is then distributed is an offence under the Sexual Offences Act 2003.

The majority of occasions when people take photographs of children and young people/ adults are valid and do not provide any cause for concern. Unfortunately, there are occasions when this is not the case and these are some of the risks associated with photographing children or vulnerable adults:

The collection and passing on of images which may be misused

The identification of individual children/ vulnerable adults to facilitate abuse

The identification of children/ adults in vulnerable circumstances

2. Persons affected

All staff, paid and unpaid, this includes volunteers

All service users

All visitors and contractors

3. Policy and Procedure

a. Consent and permission

Explicit written consent of the individual/ parents/carers (and children/young people of appropriate age) will be sought upon completion of Registration Form before any photographs are taken, in order to comply with legal requirements laid out in Schedule 3 of the 1998 Data Protection Act. This states that one of the required conditions for processing sensitive data is that the data subject has given his explicit consent to the processing of personal data.



b. Reason and purpose

Photographs for The Bumblebee Children's Charity activities will only be taken by staff and volunteers for the purpose of the children's weekly observations with parents in attendance. Parental permissions is also sought at the time of registration as to the use of these photographs to be used on the website and social media or other PR Marketing materials.

c. Appropriateness of images

No images to be taken of children which capture them in what are commonly understood as non public activities like toileting or changing clothes. Images involving groups should be about the activity, not the individual child.

d. Identification of subjects

Children's photographs are attached to the weekly observation sheets and emailed to the parents only identify them by their first name and all records are stored as per our record policy.

e. Photography at events

In the case of publicity photographs parents are present and decide if their child take part and the "press" will be informed of our permission photograph procedure. before they arrive.

"Official" Photographer's will be given a badge indicating their official capacity at the event. This must be worn at the event at all times.

Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official and recorded in the same manner as any other safeguarding concern.

The event organiser should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.

n.b.

It is not illegal to take photographs at a public event even if asked not to do so, but if our event is private then we can insist that our own policy is followed.. Images will not be stored in personal computers.

g. Use of Mobile phones

Mobile phones are easily used for taking unauthorised images and we will discourage their use if appropriate to do so.

h. Storage of images

Images will be stored as per our GDPR Policy and will only be used for the specific purpose consent has been obtained for.



i. Storage of Consent Form

The original consent form will be stored in the Child's File by The Bumblebee Children's Charity as per our record keeping policy.

This Policy was adopted by

The Bumblebee Children's Charity in

Signed on behalf of the Management Committee Jan 2019.....

Name of signatory Alison Stonham Role of signatory Charity Principal



THE BUMBLEBEE CHILDREN'S CHARITY
miracles in movement