



# COMMUNITY TRUST

PHOTOGRAPHING AND SHARING IMAGES POLICY

Blackburn Rovers Community Trust (BRCT) believe it is important that children and young people feel happy with their achievements and have photographs and films of the special moments that they get to enjoy as a result of our work here in the Community. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. BRCT want to acknowledge the good work they do in the huge variety of projects that take place every day, for the benefit of the Trust itself, the football club and other key funders/partners.

However, BRCT also recognise the importance of being aware of safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if all staff are aware of the potential risks and dangers and put appropriate measures in place.

## **Risk factors**

Some of the potential risks of photography and filming at projects and events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images

## **Photography and Sharing Images Policy**

- Do not take any pictures of children unless prior consent has been given.
- Use a parental permission form to obtain consent for a child to be photographed and videoed.
- Do not use children's names in photograph captions. If a child is named, avoid using the photograph to go with their name.
- Obtain the child's permission to use their image.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use. For example a child celebrating a goal with his top off is not appropriate use.
- Ensure images online don't have too much information. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- State written expectations of professional photographers or the press, if they are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children.
- Ensure all staff and photographers alike, are DBS checked.

- Do not approve photography sessions outside the event or at a child's home, except in special circumstances in which at least two members of staff and a parent/guardian should be present.
- Many schools and clubs also have an acceptable use policy for using photographs, which may include asking organisations not to share photos on social media so it is important to be aware of their policies.
- Use a Blackburn Rovers Community Trust camera where possible and never take phones or other devices home with stored images on them.

All Blackburn Rovers Community Trust staff will need to ensure that parents, carers, family members and others understand the policy.

### **Seeking consent for children and young people**

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. This could be recorded on a child's permission form.

For all individuals under 18, get parental/guardian consent to use an image for promotional purposes. Make sure parents/guardians and carers are aware of the Blackburn Rovers Community Trust photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

### **Storing images securely**

Images or video recordings of children must be kept securely. Hard copies of images (unless permission has been granted for display) should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

**This Policy will be reviewed every three years and updated when necessary**

Last Review: 15/02/2018

**Blackburn Rovers Community Trust can confirm that all imagery is kept in accordance with the data protection act and is not used for any longer than it needs to be.**