



Digital Writes - Development & Publishing C.I.C.

Photography, Filming and Audio Recording Policy

About Digital Writes

The aim of Digital Writes is to provide children and young people with enriching creative experiences that give them a genuine sense of achievement, boost their self-esteem and self-confidence, and give them a genuine feeling of power and autonomy.

We fulfil this aim by providing children and young people with enriching creative experiences in the fields of creative writing, visual arts, performing arts, filmmaking, animation, music, digital arts, video games and similar activities.

We provide these opportunities for all children and young people, but are particularly focused on those who are disadvantaged, for example by disability, special educational needs, mental health issues, economic deprivation or emotional and social needs.

The purpose and scope of this policy statement

The purpose of this policy statement is:

- protect children and young people who take part in Digital Writes' services, events and activities, specifically those where photographs, videos or audio recordings may be taken;
- set out the overarching principles that guide our approach to photographs, videos or audio recordings being taken of children and young people during our events and activities;
- to ensure that we operate in line with our values and within the law when creating, using and sharing photographs, videos or audio recordings of children and young people.

This policy applies to anyone working on behalf of Digital Writes, including senior managers and the board of directors, paid staff, volunteers, freelancers, agency staff and students.

This policy should be read in conjunction with our general Safeguarding Policy and all related policies, procedures and guidelines.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The NSPCC provides summaries of the key legislation and guidance on:

- online abuse: learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection: 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, videos or audio recordings of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation;
- there are potential risks associated with sharing images of children online;
- the welfare of the children and young people taking part in our activities is paramount;
- children, young people, their parents and carers have a right to decide whether their images are taken or their voices recorded and how these may be used, regardless of age, disability, gender, race, religion or belief, sex or sexual orientation;
- consent to take photographs, videos or audio recordings 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.

We will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or carers before taking and using a child or young person's photograph, video or audio recording;
- always explaining what photographs, videos or audio recordings will be used for, how they will be stored and what potential risks are associated with sharing photographs, videos or audio recordings of children and young people;
- making it clear that if a child or their family withdraw consent for a photograph, video or audio recording to be shared, it may not be possible to delete media that has already been shared or published;
- only using first names of children or young people whose photographs, videos or audio recordings are being used in our published material or changing the names if they request it;
- never publishing personal information about individual children or young people and disguising any identifying information, for example the name of their school or a school uniform with a logo;

- making sure children, young people, their parents and carers understand how photographs, videos or audio recordings of children will be securely stored and for how long, including how we will control access to the photographs, videos or audio recordings and their associated information;
- reducing the risk of photographs, videos or audio recordings being copied and used inappropriately by:
 - only using photographs or videos of children in appropriate clothing;
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused;
- using photographs, videos or audio recordings that positively reflect young people's involvement in the activity.

Photography, filming or audio recording for personal use

When children or young people themselves, parents, carers or spectators are taking photographs, videos or audio recordings at our workshops or events and they are for personal use, we will publish guidance about media sharing in the event programmes and/or announce details of our photography, filming and audio recording policy before the start of the event. This will include:

- reminding parents, carers, children and young people that they need to give consent for Digital Writes to take and use their photographs, videos or audio recordings;
- asking for photographs, videos or audio recordings taken during the event not to be shared on social media or asking people to gain permission from children, young people, their parents and carers before sharing photographs, videos or audio recordings that include them;
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any media they share;
- reminding children, young people, parents and carers who they can talk to if they have any concerns about media being shared.

Photography, filming or audio recording for Digital Writes' use

We recognise that our group leaders may use photography, filming and audio recording as an aid in activities such as music or drama. However, this should only be done with Digital Writes' permission and using our equipment or equipment that has been approved by us.

Children, young people, parents and carers must also be made aware that photography, filming and audio recording is part of the programme and give written consent.

If we hire a photographer or videographer or audio recordist for one of our workshops or events, we will seek to keep children and young people safe by:

- providing them with a clear brief about appropriate content and behaviour;
- ensuring they wear identification at all times;
- not allowing them to have unsupervised access to children or young people;
- not allowing them to carry out sessions outside the event or at a child or young person's home;

- informing children, young people, their parents and carers that a photographer or videographer or audio recordist will be at the workshop or event and ensuring they give written consent to media which feature their child being recorded and shared;
- reporting concerns regarding inappropriate or intrusive photography, videography or audio recording following our Safeguarding Policy.

Photography, filming or audio recording for wider use

If people such as local print and media journalists, professional photographers (not hired by Digital Writes) or students wish to record one of our events and share the images, video or audio recordings professionally or in the wider world, we will require that they seek permission in advance.

If affiliated to a reputable media organisation they should provide evidence of that, either through:

- an exchange of emails from an official email account at that organisation, or;
- by showing an official ID from that organisation.

Unaffiliated or freelance photographers, videographers, radio journalists or other audio recordists should provide:

- the name and address of the person using the camera or recording equipment;
- the names of children they wish to take images of (if possible);
- 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 media will only be used for the reasons given.

Digital Writes will verify these details and decide whether to grant permission for photographs, videos or audio recordings to be taken. We will seek consent from the children and young people who are the intended subjects of the photographs, videos or audio recordings and their parents and inform the photographer, videographer or sound recordist of anyone who does not give consent.

At the event we will inform children, young people, parents and carers that an external photographer, videographer, print or media journalist is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If Digital Writes is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing Images

We will store photographs, videos and audio recordings of children securely in accordance with our Safeguarding Policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

Declaration

This Photography and Filming Policy was written by Digital Writes staff based on a standard example by NSPCC and approved by Digital Writes Board of Directors on 16 June 2020.

Photography and images co-ordinator

Keith Phillips

keith@digitalwrites.org.uk