CIC Number:

12488406

Photography and Filming Policy

Project Dragonfly CIC

Project Dragonfly CIC works with children and families as part of its activities.

The purpose of this policy statement is to:

• protect children and young people who take part in Project Dragonfly CIC's 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 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 images of children and young people.

This policy applies to all members, trustees, volunteers, service users and other adults associated with Project Dragonfly CIC. We recognise that the need to ensure the safety and welfare of children and young people and adults is of paramount importance. This policy and procedure are aimed at ensuring 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, Human Rights Act 1998, Data Protection Act 1998, and Data Protection Act 2018. 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.

Most 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 risks associated with photographing children or vulnerable adults:

• The collection and passing on of images which may be mis-used,

• The identification of individual children/ vulnerable adults to facilitate abuse,

• The identification of children/ adults in vulnerable circumstances.

We recognise that:

• sharing photographs and films 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,

• the welfare of the children and young people 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, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation,

• 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,

• where we suspect he abuse or misuse of images of children we will follow our safeguarding procedures.

Consent and permission.

Explicit written consent of the individual/parents/carers (and children/young people of appropriate age) will be sought upon completion of their Registration Form before any photographs are taken, in order to comply with legal requirements laid out in the Data Protection Act 1998 schedule 3 and Article 4 of the Data Protection Act 2018. 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. Staff always explain what images will be used for. If children, parents/carers, or family members do not consent to photographs being taken, we will respect their wishes. We will never exclude a child from an activity or event because we do not have consent to take their photograph. If a family withdraw their consent for an image to be shared it may not be possible to delete images that have already been shared or published.

Reason and purpose

Photographs of the children engaged in activities during each session, will be taken by members only on a mobile device, for the purpose of uploading to our Social Media Platform (a closed and private group.) Parents are in attendance during these sessions and are asked every time for consent and approval. Parental permissions are sought at the time of photographing and filming as to the use solely for promotion in our social media group. Members ***always*** verbally check in with parents on the day photographs are taken to ensure parents are fully informed of what the photographs are being used for. Photographs and videos will only be used for the specific purpose consent has been obtained for.

Appropriateness of images

No images will 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.

Identification of subjects

Children are only identified by their first name and all records are stored as per our Children's record policy. We will never publish personal information about individual children or families.

Photography at events

When children themselves, parents, carers, or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing on our website before the start of the event***. This will include:***

• reminding parents, carers, and children that they need to give consent for the charity to take and use their images,

• asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents, and carers before sharing photographs and videos 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 images they share,

• reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

In the case of publicity photographs being taken by "official press" parents are present and decide if their child takes part and the "press" will be informed of our permission photography and filming policy before they arrive. Official Press Photographer's will be given a badge indicating their official capacity at the event. This must be always worn at the event. 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.

Note: *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 photography and filming policy is followed.*

Use of Mobile phones and Smart devices

Mobile phones and some Smart devices, such as Smart watches, are easily used for taking unauthorised images and we will discourage their use. Staff and volunteers will not use their personal mobile phones or Smart devices to take photographs for the Charity. Photographs will only be taken using the Charity's dedicated camera. Staff, volunteers, and visitors are asked to leave their mobile phones/Smart devices in the office when children are in attendance. Apart from the Charity's dedicated phone which is kept available during the session in case of emergencies. Parents are asked to leave their mobile phones or Smart devices in their bag/coat pocket for the duration of the session. Where parents wish to photograph or video their own child during the session they should ask a member of staff for permission and that member of staff can ensure that images being taken are only of the appropriate child. Donors to the charity like to photograph their giving of donations to share with their own organisations and fundraisers on their own devices. In this instance the donor will be accompanied by a member of staff whilst taking photographs during the session, so that the member of staff can ensure the confidentiality of children and families in the setting. Donors taking photographs must provide their name and address to the charity administrator.

Storage of images

Images will be stored as per the Charity's Information sharing and data protection policy and Children's records policy. Photographs are taken with consent using a mobile phone during the event and may be stored on secure pc until they are uploaded onto the charity computer system. Images may be stored for up to a week before being deleted.

Legislation and references:

Data Protection Act 1998 – schedule 3 personal data

Data protection Act 2018

NSPCC Photographing and filming children.

Information Commissioners Office:

• What is valid consent?

• Taking photographs: Data protection advice for schools

Dated : 27th May 2026

Signed :

Review Date: 27th May 2027

Signed by: _____