

## **7.1 Photography and Filming Policy**

### **Purpose and Scope of this Policy**

The Lloyd Park Children's Charity works with children and families across a range of services, including:

- Childcare
- Outside school hours provision and holiday clubs
- Adventure and risk-taking play sessions
- Family support
- Community services

This policy aims to:

- Protect children and young people involved in our services, particularly where photographs and videos are taken.
- Establish clear principles guiding the use, storage, and sharing of images.
- Ensure our practices reflect our values and comply with legal requirements, including safeguarding and data protection.

This policy applies to all staff, volunteers, trustees, and adults associated with the charity.

### **Legal Framework**

This policy reflects current legislation and guidance in England, including:

- The Children Act 1989 and 2004
- Data Protection Act 2018 (GDPR)
- NSPCC guidance on online safety and image use

We believe:

- Children should never experience abuse of any kind.
- We are responsible for safeguarding children and using images respectfully and safely.

We recognise:

- Images can celebrate achievements and support engagement.
- Consent must be fully informed and freely given.
- There are risks in sharing images online.

More information: [NSPCC Photographing and Filming Guidance](#)

## How We Keep Children Safe

We commit to the following safeguards:

- **Written consent** will be obtained from parents/carers before taking or using any images.
- We will obtain written permission via, online permission forms and/or paper forms, depending circumstance
- Consent forms will explain how images will be used, stored, and any associated risks.
- If consent is withdrawn, we will cease use where possible, but previously published images may not be retractable.
- Children's **full names will not be used** in published materials unless essential, and then only with explicit consent.
- Personal details and identifying information (e.g., nursery location) will not be shared.
- Images will only show children in **appropriate clothing** and activities.
- We avoid full face and body shots in higher-risk contexts (e.g., swimming).
- All images will positively reflect children's participation and experiences.

Our **Child Protection Procedures** apply if misuse or abuse of images is suspected.

## Photography and Filming: Personal Use

- Personal devices (e.g., phones, tablets) must not be used to take images within children's activity areas.
- Parents, carers, or spectators may only take images with prior authorisation from the manager and only of their own child/ren.
- Not strictly photography, but still using a device's camera within our grounds. Probably overlaps with our e-Safety Policy
- Any authorised images are for personal use only and must not be shared publicly or online.

### **Photography and Filming: Organisational Use**

- We use photography and video to document progress and enrich activities.
- Images may only be captured on **charity-owned devices**.
- Consent is required from children and parents/carers, clearly outlining potential uses (e.g., internal documentation, social media, fundraising).

If external professionals (e.g., photographers, videographers) are engaged:

- They will be briefed on appropriate conduct and image use.
- They must wear visible identification.
- They will not have unsupervised access to children.
- Images taken must align with parental consent and safeguarding procedures.

### **Wider Use (e.g. Press, Professional Filmmakers)**

Anyone wishing to record our events for wider publication must:

- Request written permission in advance from a senior leader via **[lpc@tlpcc.org.uk](mailto:lpc@tlpcc.org.uk)**.
- Provide details: name, purpose, subjects (if known), and usage plan.
- Submit a signed declaration agreeing to safe and appropriate image use.

We will:

- Verify all requests.

- Seek specific consent from affected families.
- Ensure photographers are easily identifiable (e.g., coloured ID badges).
- Refuse or remove anyone unauthorised or causing concern.

### **If Consent Is Not Given**

- We will honour all requests for children not to be photographed.
- Systems will be in place to discreetly identify non-consenting children.
- No child will be excluded from activities due to withheld consent.

### **Storing and Managing Images**

- Images will be stored securely and access restricted to designated staff.
- **Printed images** will be kept in locked storage.
- **Digital images** will be saved in encrypted folders on secure systems.

While printed images are generally stored securely, we also use photographs of children in the following ways to support their learning and development:

- Learning Stories: Printed photos are included in children's individual learning stories, which are kept in the nursery and accessible to children as part of their developmental records.
- Displays: Photographs are used in wall displays and activity boards to celebrate children's achievements and reflect their experiences.
- The childcare setting is a secure and supervised environment, and all areas where photos are displayed or accessed are monitored by staff.
- Staff must never use personal devices to take or store images.
- Use of portable storage (e.g., USBs) is prohibited unless encrypted and authorised.
- Canva is used to support visual communications; their privacy policy applies.

### **Staff and Volunteer Responsibilities**

- All staff and volunteers must follow this policy and our Safeguarding Code of Conduct.

- Annual training will include updates on safe image use and consent procedures.

### **Related Policies**

- Safeguarding and Child Protection Policy
- Data Protection and Information Sharing Policy
- E-Safety Policy
- Code of Conduct

### **Key Contacts**

#### **Photography and Images Coordinator:**

Nicola Neal | 020 8527 1737 | [nicolan@tlpcc.org.uk](mailto:nicolan@tlpcc.org.uk)

#### **Designated Safeguarding Lead:**

Keri Cooper | 020 8531 9522 | [keric@tlpcc.org.uk](mailto:keric@tlpcc.org.uk)

Policy Name	Photography and filming policy
Version Number	V4
This policy was developed by	Information Sharing Leads utilising NSPCC guidance.
These people were consulted/involved in developing the policy	SLT Senior Leadership Team Governance and Accountability Sub Group
This Policy was adopted by	Trustee Board
Date	September 2025
Signed	<i>Bisi Oyekanmi</i>
Name	Bisi Oyekanmi
Role	Chairperson

Next review date	September 2026
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