



CHURCHDOWN VILLAGE BOWLS CLUB

PHOTOGRAPHY & FILMING POLICY

The purpose of this policy is to Safeguard any Child who plays bowls at Churchdown Village Bowls Club (CVBC).

The purpose of this policy statement is to:

- protect children and young people who take part in CVBC bowling 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.
- to ensure that we have parents/carers consent for any photograph or filming

This policy statement applies to all staff, volunteers and other adults associated with CVBC.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

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 and young people safely.

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 bowling club
- 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.

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's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- reducing the risk of images being copied and used inappropriately by:
- only using images of children in appropriate clothing (including safety wear if necessary)
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and or filming for personal use

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 in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers, and children that they need to give consent for CVBC 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.

Photography for CVBC's Use

We recognise that our group may use photography and filming for the club's photo album, social media, and archives. However, this will only be done with all member's permission and using our equipment. Children, young people, parents, and carers must also be made aware that photography and filming is part of the programme and give written consent.

If Consent to take Photographs or filming is NOT given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not

to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing of Images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

Once the photographs/filming has been uploaded to our social media sites and printed for archiving **ALL** other hard copies or electronic copies will be disposed of.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

CVBC does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the social media officer of the bowls club should be used.

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy and procedures.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.