



Photography and Filming Policy

Pop Arts is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and recognises that, under the Children Act 2004, and the 2006 Safeguarding Vulnerable Groups Act, it has a duty and responsibility to ensure that all its functions are carried out with due regard to safeguarding and promoting the welfare of children, young people and vulnerable adults.

These guidelines are intended to enable staff to engage and work effectively with service users within a safe environment where risk of harm to users, visitors and staff can be minimised.

Guidelines

- Avoid using names of individuals (first name or surname) in photography, film and audio captions. If the child/young person/vulnerable adult is named, avoid using his or her photograph. If the photograph is used, avoid naming the child/young person/vulnerable adult.
- Use a parental consent form to obtain permission for a child or young person to be photographed, filmed or recorded.
- Obtain the child/young person's permission to use their image or record.
- Only use images of children/young people in suitable dress to reduce the risk of inappropriate use.
- Address the use of images of children/young people on the organisation's website. Images accompanied by personal information, e.g. this is X who likes to collect stamps – could be used by an individual to learn more about a child/young person prior to grooming them for abuse.
- Do not approve photography sessions outside the event or at a child's/young person's home.
- In line with the Data Protection Act, ensure all images are stored securely and only for as long as is relevant and appropriate.
- Permission for looked after children up to the age of 18 must be obtained from the local authority.

Revision

The Board of Trustees will annually review the policy.

This Policy should be read in conjunction with Pop Arts' Safeguarding Policies and Procedures.

Date approved or amended, and name.	Signed
July 2023 – Rosalie Marler	
July 2023 – Elizabeth Withnall	
July 2023 – Gemma Corby	
July 2023 – Rosamund Cummings	