

# Gateshead Football Club Foundation



## Photography and Filming Policy

Version 1.0

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## Introduction

Gateshead FC Foundation 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 Gateshead FC Foundation’s 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 statement applies to all staff, volunteers and other adults associated with Gateshead FC Foundation.

## Aims and Scope of Policy

The aims of this policy are to:

- protect children and young people who take part in [name of group/organisation]’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

Gateshead FC Foundation 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)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary)
  - 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 images that positively reflect young people's involvement in the activity.

When reporting the abuse or misuse of images of children the Gateshead FC Foundation Child Safeguarding Policy should be followed.

### 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 Gateshead FC Foundation 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 and/or filming for Gateshead FC Foundation use

We recognise that Gateshead FC Foundation may use photography and filming to record and promote programmes events.

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 Gateshead FC Foundation hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification always
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

### Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Gateshead FC Foundation) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- 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 images will only be used for the reasons given.

Gateshead FC Foundation will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge on lanyard.

If Gateshead FC Foundation 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 safeguarding procedures.

### Storing images

We will store photographs and videos 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. Images will be stored for longer than is necessary for that purpose or those purposes that the image was taken.

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

### Related Policies and Procedures

- Gateshead FC Foundation Data Protection Policy
- Gateshead FC Foundation Child Safeguarding Policy

### Review

Our Photography and Filming Policy is reviewed on a regular basis and at least on an annual basis.

### Contact Details

**Gateshead Football Club Foundation Welfare Officer**

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