



## **Photography & Sharing Images Policy**

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

Phonics Tuition Thurrock works with children and families as part of its activities.

The purpose of this Policy is to:

- Protect children who take part in Phonics Tuition Thurrock's services and activities, specifically those where photographs may be taken
- Set out the overarching principles that guide our approach to photographs being taken of children during our activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children

This Policy applies to all staff at Phonics Tuition Thurrock.

### **Legal Framework**

This Policy has been drawn up on the basis of the latest legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

<https://learning.nspcc.org.uk/online-safety/preventing-online-abuse-and-harm>

<https://learning.nspcc.org.uk/child-protection-system>

We believe that:

- Children should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and to take, share and use images of children safely

We recognise that:

- The welfare of the children taking part in our activities is paramount
- Sharing photographs of our activities can help us celebrate the successes and achievements of the children we tutor, provide a record of our activities and raise awareness of our organisation
- Children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, gender, disability, race, religion or belief, and sexual orientation
- Consent to take images of children is only meaningful when children and their parents/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

Further information can be found on NSPCC Learning:

<https://learning.nspcc.org.uk/online-safety/photographing-filming-children>

### **How we will Keep Children Safe**

At Phonics Tuition Thurrock, we take safeguarding and child protection seriously.

We will seek to keep children safe by:

- Always asking for written consent from parents/carers before taking and using a child's image
- Always explaining what images will be used for, how they will be stored and the potential risks that are associated with sharing images of children
- Making it clear that if parents/carers withdraw consent for images to be shared, it may not be possible to delete images that have already been shared or published
- Making sure parents/carers understand how images of children will be securely stored, including how we will control access to the images and their associated information
- Never publishing personal information about individual children and disguising any identifiable information e.g., the name of their school or a school uniform with a logo
- Never publishing the names of children whose images are being used
- Never showing children's faces or full body when taking images as to not identify them
- Never filming tutoring sessions as to not identify a child's voice
- Never showing household items or personal belongings e.g., family photographs etc in images as to not identify a child's and their family's home
- Using images that positively reflect children's involvement in activities
- Reducing the risk of images being copied and used inappropriately by:
  - Only using images of children wearing appropriate clothing
  - Avoiding full face and body shots of children taking part in activities

The images may only show:

- Children's hand or knee for example, while actively taking part in activities, depending on the location of activities e.g., table/desk or floor
- The location of where tutoring sessions is taking place e.g., table/desk, floor and/or garden area

### **Photography for Personal Use**

Parents/carers are not permitted to take images of tutoring sessions being carried out at any time and sharing them online via social media platforms.



### **Photography for Phonics Tution Thurrock's Use**

At Phonics Tution Thurrock, we may, on occasions, wish to take photographs of children taking part in our activities.

We will share images on our website and social media to:

- Keep a visual record of children's learning during activities
- Showcase the areas of learning we support
- Show the range of activities children can take part in

We may also use images on printed advertising material.

### **Storing Images**

We will store photographs of children securely, in accordance with our Safeguarding & Child Protection Policy and Data Protection law.

We will keep any hard copies of images in a locked drawer and electronic images in a protected folder with appropriate levels of security and encryption, and with restricted access.

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

Phonics Tution Thurrock does not permit staff to use any personal equipment to take photographs of children. Only cameras or devices belonging to the organisation's Owner and Independent Tutor will be used.

### **If Consent to Take Photographs is not Given**

In the event that parents/carers do not consent to photographs being taken, we will respect their wishes.

We will never exclude a child from taking part in an activity or our services because we do not have consent to take their photograph.

### **Related Policies and Procedures**

This Policy should be read alongside our:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct



- Online Safety Policy

**Contact Details**

***Designated Safeguarding Lead and Photography & Images Co-ordinator***

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**Signed:** *L. McDonald*