

# PHOTOGRAPHY AND FILMING POLICY – CHILDREN AND YOUNG PEOPLE

MARCH 2025

## PURPOSE AND SCOPE OF THIS POLICY

Girls Are Investors (GAIN) works with children and young people as part of its activities. These include:

- School based events including career talks, workshops, and career fairs
- School insight visits
- Mentoring

The purpose of this policy statement is to:

- protect children and young people who take part in GAIN'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.

For the purposes of the policy, the term children relates to anyone who is under 18 and legally classed as a child. The term young people (person) relates to anyone over the age of 18 who is engaged with GAINs work.

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

## 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 organisation
- the welfare of the children and young people taking part in our activities is paramount
- For 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

## 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 asking for written consent from a young person before taking and using a their 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 and young people
- making it clear that if a child, parent/carer or young person withdraws consent for an image to be shared, their images will be deleted, however it may not be possible to delete images that have already been shared or published externally
- 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
- making sure young people, 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 or young people in appropriate clothing (including safety wear if necessary)
  - using images that positively reflect young people's involvement in the activity.

We will ensure everyone involved in our organisation knows the procedures to follow to keep children and young people safe.

## PHOTOGRAPHY AND/OR FILMING FOR GAIN'S USE

Children, young people, parents and carers will be made aware that photography and filming is part of the programme and give written consent.

If we 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 at all times
- informing young people, 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 journalists, schools, professional photographers (not hired by GAIN) 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 details 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.

GAIN 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 the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If GAIN 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 safeguarding procedures.

#### IF CONSENT TO TAKE PHOTOGRAPHS OR FILM IS NOT GIVEN

If young people, 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 person or make them feel isolated.

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

#### STORING IMAGES

We will store photographs and videos of children and young people 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.

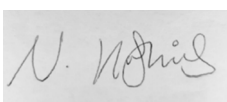
Any photographs or videos taken will be uploaded to GAINs secure storage within 24 hours, and the original copies deleted from the device. No photos or videos should be kept on mobile devices or memory sticks after uploading to secure storage.

#### REVIEW DATE

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 10<sup>th</sup> March 2025

Signed:

A handwritten signature in black ink, appearing to read "N. N. N. N.", is placed over a light grey rectangular background.

Date: 10/03/2025