



## Children's Images Policy

### 1. Scope and Purpose

- We may take photographs or videos of **children** during our sessions or events.
- These images are considered “personal data” under UK law and must be handled responsibly.
- The welfare, dignity, and privacy of every child is our priority.

### 2. Consent and Transparency

- We **always require written consent from a parent or legal guardian** before using a child's image publicly.
- Parents can **consent or not consent** for each type of use by ticking the appropriate box on the form.
- Consent requests will clearly explain:
  - What images are being taken;
  - Where and how they may be used (e.g., flyers, banners, social media, website);
  - How long they may be used;
  - Who will have access;
  - How to withdraw consent.
- Consent must be active (e.g., ticking a box), not assumed or pre-ticked.

### 3. Use and Publication of Images

- We will only use images in accordance with the consent given.
- Images will **not include full names** or other identifying information unless explicitly authorised.
- Where possible, we will use **group or activity-focused images** rather than close-ups of individual children.
- Images will **not be taken in sensitive settings** (e.g., changing rooms).

## 4. Taking Photos & Videos

- Only authorised staff or volunteers (or properly briefed professionals) may take photos or videos for the organisation.
- Parents or guardians are **not allowed to take photographs or videos** of sessions without prior permission.
- If using an external photographer, they will be supervised, briefed, and only photograph children for whom consent has been given.

## 5. Storage, Retention and Security

- Images/videos will be stored securely (e.g., password-protected or encrypted storage).
- We maintain a secure central record of all image permissions.
- Images will only be kept as long as necessary. If consent is withdrawn or images are no longer needed, they will be securely deleted or archived.

## 6. Withdrawal of Consent

- Parents can withdraw consent at any time.
- If consent is withdrawn, we will stop using images for future publications and remove online images where possible.
- Refusing or withdrawing consent will **never affect a child's right to participate** in sessions.

## 7. Communication & Transparency

- This policy is published on our website and included in booking paperwork.
- Parents will be informed before any professional photographer is present or when images may be taken for promotional purposes.

## 8. Safeguarding

- We recognise there are risks associated with sharing images of children publicly.
- Staff, volunteers, and photographers must understand and comply with this policy at all times

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Name: Jack Dillon

Position: Director

Signed: *Jack Dillon*