



Photography and Filming Policy

Adopted: 03/03/2026

Reviewed: 06/01/2026

Next Review Due: 04/01/2028

Up Hatherley Parish Council (the Council) will on occasion either directly, or through partner organisations, be involved in running projects that work with children and families. The purpose of this policy statement is to:

- protect children and young people who take part in these 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 Councillors, staff, volunteers and other adults associated with the Council.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on the NSPCC website at NSPCC Learning homepage - safeguarding training and resources

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 safely.

We recognise that:

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- 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
- 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 online.

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 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

Photography and/or filming for use by the Council

Children, young people, parents and carers must be made aware that photography and filming is part of programmes that we run and give written consent.

If we use 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 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

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- reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedures

Safeguarding policy and data protection law.

All photographs and videos should be taken, processed, shared and stored in line with the Council Data Protection Policy. Anyone taking videos or photos, on behalf of the Council, should send images to the Council as soon as reasonably practicable and thereafter delete them.

Further guidance can be found from the Information Commissioner's Office.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding Policy.
- Code of conduct

This policy will be formally reviewed biennially and revised as necessary.