



Gujutots Photography & Filming Policy Statement (Last updated May 2019)

Gujutots works with children and families as part of its activities. These include the classes where children and families are invited to sing and play as part of a group to learn Gujarati.

The purpose of this policy statement is to:

- Protect children and young people who take part in Gujutots events and activities, specifically those where photos and videos are taken
- Set out the overarching principles that guide our approach to photographs and 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 applies to all staff, volunteers and other adults associated with Gujutots.

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:

- **online abuse** <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- **child protection** <https://learning.nspcc.org.uk/child-protection-system>

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:

- the welfare of the children and young people taking part in our activities is paramount
- children and their parents/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 the children and their parents/carers understand the potential risks associated with the use and distribution of these images

More information about this is available from:

<https://learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance>

We will seek to keep children and young people safe by:

- always asking for consent from a child's parent or carer before taking and using a child's image
- 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 children, their parents and carers understand that images of children will be securely stored and for how long (including how we will control access to the images)
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - avoiding full face and body shots of children taking part in activities such as swimming
- using images that positively reflect young people's involvement in the activity.

Photography and/or filming for personal use

When parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will 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 Gujutots to take and use images of children
- asking parents/carers taking photos that include others during the event to gain permission from children and their parents/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 Gujutots' use

If we hire a photographer for one of our events, or take photos ourselves, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- informing children and parents/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 Gujutots) 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.

Gujutots 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.

If Gujutots 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 protection 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 in as far as is possible. Images will be stored for as long as Gujutots is trading so as to provide material for marketing if necessary.

Contact details

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NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: 8th May 2019

Signed: Smitty Hindocha.....

Date: 8th May 2019.....