**Photography and filming policy statement**

The purpose and scope of this policy statement

Coombe Farm Partnership (Farm School) works with children and families as part of its activities. These include: sessions for a range of ages and groups, teaching children and adults the links between farming, conservation and food production, using our land as your classroom.

The purpose of this policy statement is to:

• protect children and young people who take part in Coombe Farm Partnerships (Farm schools) 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.

This policy statement applies to all staff, volunteers and other adults associated with Coombe Farm Partnership (Farm School).

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 NSPCC Learning.

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:

• 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.

More information is available on NSPCC Learning.

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

• always asking for written consent from the leader of the group before taking and using a child’s image. It is the leader of the group responsibility to seek written permission from the parent/guardian of the child before signing our photo consent form.

• 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

• 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 and disguising any identifying information (for example the name of their school or a school uniform with a logo), unless a post is shared from a school/other organisations social media page.

• making sure 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 in appropriate clothing (including safety wear if necessary)

• avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused

• using images that positively reflect young people’s involvement in the activity.

We will report the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in Farm School knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, 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 session. This includes:

• reminding parents, carers and children that they need to give consent for Coombe Farm Partnership (Farm School) to take and use their images

• asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and 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 Coombe Farm Partnership’s (Farm Schools) use

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with Coombe Farm Partnership’s permission and using our equipment.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent. This will be the leader of the visiting groups responsibility, they will then sign one form for Coombe Farm Partnership (Farm School), on behalf of everyone involved.

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 can be easily identified 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. The leader of the visiting group will collect the necessary consent and sign one form on behalf of all parents/carers.

• 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 Coombe Farm Partnership (Farm School)) 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 or a contact for the school/organisation they are from with a main contact.

• 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. If the photos or videos are taken by a student the school/organisation will hold this responsibility.

Coombe Farm Partnership (Farm School) 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 (via the leader of the group who will then use the general photo consent form for the whole group) 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.

If Coombe Farm Partnership (Farm School) 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.

If consent to take photographs is not given

The leader of the visiting group may have signed the ‘group’ photo consent form but it is their responsibility to inform us if consent to take photographs is not given for any particular child. If 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 child or make them feel isolated.

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

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 on the work laptop with restricted access.

Images may be stored temporarily on portable equipment, such as mobile phones, until they are moved permanently to the work laptop. Although the work laptop is portable it rarely leaves the office at the work premises. Photos are backed up on a hard drive, however the hard drive never leaves the office.

Coombe Farm Partnership (Farm School) permits the partners involved with Farm School to use personal equipment to take photos and recordings of children, as these devices are part personal and part work. If these devices are used the photos will only be stored on the temporarily. These devices will be securely locked, with access only to the owner.

[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. 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, which are to be created in the near future, including:

• Safeguarding and child protection policy and procedures.

• Code of conduct for staff and volunteers.

• Online safety policy and procedures for responding to concerns about online abuse.

Contact details Photography and images co-ordinator

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Senior lead for safeguarding and child protection

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

This policy was implemented on: 27th April 2024

This policy was last reviewed on: 27th April 2025

Signed: …………………………………………………………………………

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date: ………………………………………………………………………