



PHOTOGRAPHY & FILMING POLICY

Re-adopted by Council on 19 May 2026

The purpose and scope of this policy statement

Campbell Park Community Council (CPCC) works with children and families as part of its activities. The purpose of this policy statement is to:

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

This policy statement applies to all staff, volunteers and other adults associated with Campbell Park Community Council.

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 residents, 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 can be found at www.learning.nspcc.org.uk/online-safety/photographing-filming-children

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

- displaying notices at our venues where photographs may be taken
- always asking for 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
- making individuals aware how they will be stored and what potential risks are associated with sharing images of children and 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

- making sure images are securely stored and held in line with our Data Protection & Privacy Policy
- 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 in line with our safeguarding and vulnerable persons policy. We will ensure everyone involved in our organisation 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 display guidance at the venue about image sharing. This will include:

- reminding parents, carers and children that they need to give verbal consent for Campbell Park Community Council 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 Campbell Park Community Council's use

If we have 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 consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- 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 CPCC) or individuals 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 event/venue/persons/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.

Campbell Park Community Council will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from any individuals who are the intended subjects of the images and their parents, where applicable, and inform the photographer of anyone who does not give consent.

We will ensure any photographer authorised by Campbell Park Community Council is easily identifiable, by issuing them with Event Photographer identification badge.

If Campbell Park Community Council 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 is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree 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 and Vulnerable Persons Policy and our Data Protection & Privacy Policy

Campbell Park Community Council does not permit staff, Councillors or volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Campbell Park Community Council should be used.

Related policies and procedures

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

- Safeguarding and vulnerable persons policy
- Data Protection & Privacy
- Code of conduct
- Staff Handbook