



## **Photography and Video Policy**

In this policy, 'The Sensory Place' refers to any trustee, paid employee or volunteer of The Sensory Place and 'the carer' refers to any parent, carer or legal guardian of the child who is a participant in any of the activities or events The Sensory Place run.

The Sensory Place is committed to ensuring that photography and video footage taken at any of our activities is done so appropriately. Carers will not be prevented from taking pictures of, or filming, their children. These are normal family practices and help mark milestones in a child's life. The introduction of proportionate controls on the use of photographic equipment (cameras and videos, including mobile phones) is part of general safeguarding good practice within The Sensory Place.

For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms. The Sensory Place promotes positive images of children at activities and is not preventing the use of photographic or videoing equipment. Please remember that photographs are considered 'personal data' in terms of Data Protection.

Depending on the circumstance, consent from either the child, carer, or both should be sought before capturing, sharing or publishing images where a child can be identified, including publishing them on The Sensory Place's social media pages or website. All registered members will be asked on application whether they give permission for photographs and/or videos to be taken. These images may be shared with outside bodies such as funders or used for marketing purposes. This consent can be withdrawn at any time. In addition, as with all personal data The Sensory Place processes, it should be processed in accordance with GDPR principles and other relevant legislation and guidance.

Some people may use activities and events as an opportunity to take inappropriate photographs or film footage of children. The Sensory Place and carers should be vigilant about this. Although this is unlikely, these individuals could attend the activities or events allowing people to presume they are related to a child involved. Any concerns during an event should be reported to The Sensory Place or event organiser, who will approach the individual concerned wherever possible. It is also possible that if a picture and name was placed in the local paper, The Sensory Place website etc, the information could be used inappropriately. For this reason, a child's picture and name should not appear together. There may be other reasons why carers may not wish their child's photograph to be taken by someone they do not know personally. Carers will ALWAYS be offered the opportunity to withhold consent for photographs/filming of their child.

Ratified by The Sensory Place trustees on 18.06.21

To be reviewed June 2022