

Photography, film and images of children, young people and adults at risk

When considering photography, film and other recordings in which children, young people and adults at risk may be identifiable Suffolk Artlink's primary consideration is **safeguarding children, young people and adults at risk**.

We must also respect people's rights under the principles of the General Data Protection Regulation (GDPR).

These guidelines are intended to assist staff to engage and work effectively with participants within a safe environment and minimise the risk of harm.

Guidelines

- Avoid using names of individuals (first name and surname) in photography, film and audio captions. If a child/young person/vulnerable adult is named, avoid using their photograph. If the photograph is used, avoid naming the child/young person/vulnerable adult.
- Use a parental consent form to obtain permission for a child or young person to be photographed, filmed or recorded.
- Permission for looked after children up to the age of 18 must be obtained from the local authority.
- Obtain the child/young person/vulnerable adult's permission to use their image or record.
- Only use images of children/young people in suitable dress to reduce the risk of inappropriate use.
- Consent forms must clearer state the reason, purpose and intended use of recordings.
- Address the use of images of children/young people on the organisation's website. Images accompanied by personal information, e.g. this is X who likes to collect stamps – could be used by an individual to learn more about a child/young person prior to grooming them for abuse.
- Provide written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child and vulnerable adult protection – see 'photography contract'
- Formally contract photographers/filmmakers in advance of sessions using Suffolk Artlink's standard 'photography contract' unless specifically agreed with a Co-Director.
- Do not allow photographers unsupervised access to children/young people or vulnerable adults.
- Mobile phones are easily used for taking unauthorised images and we will discourage their use if appropriate to do so.
- Consider using a digital watermark on images posted to the Internet to deter others from misusing images.
- Do not approve photography sessions outside the event or at a child's/young person's home.
- In line with the GDPR, ensure all images are stored securely and only for as long as is relevant and appropriate.

Revision History

The Suffolk Artlink Board will review this policy triennially or when there is a change in legislation.

Date agreed	Date amended
19/04/2021	<i>Austar Wain</i>