



Photography and Filming Policy

Purpose and scope

Truro and Penwith College works with children, young people and adults at risk as well as their parents, carers and guardians as part of its activities.

The purpose of this policy statement is to:

- Protect children, young people and adults at risk who take part in Truro and Penwith College's services, events and activities, specifically those where digital images, photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photography and filming of children, young people and adults at risk during our events and activities.
- To ensure that we operate in line with Truro and Penwith College's values and within the law when creating, using and sharing images and videos of children, young people and adults at risk.

This policy statement applies to all staff, volunteers, third parties and any other persons/organisations associated with Truro and Penwith College.

Legal framework

This policy has been created due to the legislation, policy and guidance that seeks to protect children, young people and adults at risk. Summaries of key legislation and guidance is available on [NSPCC Learning](#):

- Online abuse legislation and guidance
- Child protection legislation and guidance

Truro and Penwith College believe that

- Children, young people and adults at risk should never experience abuse of any kind.
- Truro and Penwith College have a responsibility to promote the welfare and safeguarding of children, young people and adults at risk.

- Truro and Penwith College have a responsibility to take, share and use images of children, young people and adults at risk safely.

Truro and Penwith College recognise that

- Sharing photography and films of our activities can help us celebrate the successes and achievements of our students.
- Sharing photography and films provide a record of our activities and raise awareness of our organisation.
- The welfare of children, young people and adults at risk taking part in our activities is paramount.
- Children, young people and adults at risk as well as their parents, carers and guardians 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.
- Some children, young people and adults at risk, as well as their parents, carers and guardians may not be comfortable with images or video of themselves being shared:
 - If a child, young person or adults at risk and their have family experienced abuse they may worry about their photo or video being taken and shared online.
 - Children, young people and adults at risk may have a minimized online presence due to no contact with members of their family.
 - Children, young people and adults at risk may have religious or cultural reasons for choosing not to have their photo or video taken.
- Consent to take, use or share images of children, young people and adults at risk is only meaningful when they themselves and their parents, carers and guardians 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, young people and adults at risk online, these include:
 - Children, young people and adults at risk may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes personal and visual details.
 - Images may be copied, downloaded, screenshotted or shared by anyone.
 - Images may be adapted and used inappropriately.
 - Photos or videos may appear in internet search results.

- Each photo or video, and any comments on them, become a part of a child, young person or adults at risk's public image. This may affect them in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job.

Truro and Penwith College will seek to keep children, young people and adults at risk safe by

- Written consent will be sought from both the child, young person or adults at risk and their parent, carer or guardian, which may include the Local Authority, before taking, using or sharing the student's image.
- Explaining what images or video will be used for, how they will be stored and what potential risks are associated with sharing images of children, young people and adults at risk.
- Making it clear that if a child, young person, adults at risk or their parent, carer or guardian withdraws consent for an image to be shared it may not be possible to delete images that have already been shared or published.
- Ensuring that only first names of children, young people or adults at risk are being used in our published material whenever possible.
- Ensuring that personal information about individual children, young people and adults at risk is never published and disguising any identifiable information.
- Ensuring that children, young people and adults at risk as well as their parents, carers and guardians understand how images and videos will be securely stored and for how long. This includes how Truro and Penwith College will control access to the images and videos and associated information.
- Reducing the risk of images and videos being copied and/or inappropriately used by:
 - Only using images and videos of children, young people and adults at risk in appropriate clothing (including safety wear if necessary).
 - Avoiding full face and body shots of children, young people and adults at risk taking part in activities such as swimming where there may be a heightened risk of images being used inappropriately.
 - Using images that positively reflect children, young people and adults at risk involvement in the activity.
- Truro and Penwith College will also develop a procedure for reporting the inappropriate use of images and video of children, young people and adults at risk as part of our Safeguarding Children & Adults with Care and Support Needs Policy and Procedure.

- Truro and Penwith College's Safeguarding Children & Adults with Care and Support Needs Policy and Procedure includes the inappropriate use of images and video of children, young people and adults at risk. Staff should report any concerns or knowledge of inappropriate use of images and video to the Safeguarding Team.

Photography and/or filming for personal use

When children, young people and adults at risk, or their parents, carers and guardians and spectators are taking photographs or filming at our events and the intent is for personal use, Truro and Penwith College will publish guidance about image and video sharing in the event programme and/or announce details of our photography and filming policy prior the start of the event.

This will include:

- Reminding children, young people and adults at risk and their parents, carers and guardians that they will need to give consent to Truro and Penwith College to take and use their images.
- Asking children, young people and adults at risk and their parents, carers and guardians that any images and videos they have taken during the event not to be shared on social media. As well as asking those whom are in any image and video for their permission to share it on social media.
- Recommending that children, young people and adults at risk and their parents, carers and guardians check the privacy settings of their social media accounts to understand who else will be able to view any images they share.
- Reminding children, young people and adults at risk and their parents, carers and guardians who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Truro and Penwith College's use

Truro and Penwith College recognise that staff, volunteers and third parties may use photography and filming as an aid in activities. However, this should only be done with Truro and Penwith College's permission and using our equipment. Children, young people, adults at risk and their parents, carers or guardians must also be made aware that photography and filming is part of the programme and give written consent.

If Truro and Penwith College hire a photographer for one of our events, we will seek to keep children, young people and vulnerable adults safe by:

- Providing the photographer with a clear brief about appropriate content and behavior.
- Ensuring the photographer wears their visitor lanyard at all times on college site.

- Informing children, young people, adults at risk and their parents, carers or guardians that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken, shared and stored.
- Not allowing the photographer to have unsupervised access to children, young people or adults at risk at any point.
- Not allowing the photographer to carry out sessions outside the event or off college site.
- Reporting concerns regarding inappropriate or intrusive photography in accordance with Truro and Penwith College's policies and procedures.

Photography and/or filming for wider use

If people and/or organisations such as local journalists, professional photographers (not hired by Truro and Penwith College) 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 and/or organisation using the photography/filming equipment.
- The names of children, young people or adults at risk they wish to take images of (if possible).
- The reason for taking the images and/or videos and what the images and/or videos will be used for.
- A signed declaration that the information provided is valid and that the images and/or videos will only be used for the reasons given.

Truro and Penwith College will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children, young people or adults at risk who are the intended subjects of the images and their parents, carers or guardians and inform the photographer of anyone who does not give consent.

At the event we will inform children, young people, adults at risk and their parents, carers or guardians that an external photographer is present and ensure the photographer is easily identifiable.

If Truro and Penwith College is concerned that someone unknown to us is using the campus for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow Truro and Penwith College's policies and procedures.

If consent to take photographs is not given

If children, young people, adults at risk and their parents, carers or guardians do not consent to photographs or film being taken, we will respect their wishes. Truro and Penwith College 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, young person or vulnerable adult or make them feel isolated.

Truro and Penwith College would never exclude a child from an activity because we do not have consent to take their photograph.

Storing images

Truro and Penwith College will store images and videos of children, young people and adults at risk securely and in accordance with the Data Protection Act 2018.

To mitigate the risk of unauthorised access to images and videos stored, Truro and Penwith College will:

- Store any electronic images and videos in a password protected folder with restricted access.
- Store any hardcopy images in a secure location with restricted access.
- Never store electronic images or videos of children, young people and vulnerable adults on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Regularly review stored images and videos to ensure that they are accurate and required. If they are not they are disposed of confidentially.

Truro and Penwith College does not permit staff, volunteers, third parties to use any personal equipment to take photos, images, videos or recordings of children, young people and adults at risk. Only cameras or devices belonging to Truro and Penwith College should be used.

Related policies and procedures

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

Safeguarding Children and Adults at Risk Policy and Procedure

Code of Conduct

Social Media Policy

Safeguarding Summary for Temporary Staff