

Photo and Video Policy

Purpose and scope

FIRST UK is a charity ([registered in England and Wales](#) 1178433) working with children and young people, including but not limited to:

- In classroom settings
- At our own events (robotics competitions, training days, and other)
- At third party events (science fairs, STEM festivals, employee engagement days)

The purpose of this policy statement is to:

1. Protect children participating in *FIRST* UK's programme, events and activities, specifically where photographs and videos may be captured
2. Articulate the core principles informing our approach to photographs/videos featuring young people
3. Ensure we comply with all legislation and statutory obligations whilst seeking to respect privacy, safeguard our community and uphold best practice when creating, using and sharing images of children and young people

These principles apply to all staff, volunteers, third party contractors, freelancers, suppliers operating on behalf of or under the direct control of *FIRST* UK.

Whilst they apply in spirit to all other adults, young people, and members of the public who may interact with *FIRST* UK, its programme, events and activities.

Legal framework

This policy is based on legislation, policy and guidance seeking to protect children in England & Wales which is available on NSPCC Learning:

[Online abuse legislation and guidance](#)

[Child protection legislation and guidance](#)

At FIRST UK, 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



FIRST UK will seek to keep children and young people safe by

- Always seeking consent from a child and their parents, carers, or those acting in loco parentis (such as teachers or youth group leaders) before taking and using a child's image
- 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 withdraws consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Making sure children, their parents and carers, understand how images of children will be securely stored and for how long (including how we will access the images of children and young people and their associated information)
- Using only first names of any young people in our published material whenever possible and only where explicit consent has been obtained
- Reducing risks of images being copied and used inappropriately by:
 - Only using images of children in appropriate clothing, undertaking activities which cannot be considered at high-risk of potential exploitation or manipulation
 - Using images that positively reflect young people's involvement

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures as part of wider complaints procedure. 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:

- Make available and signpost this guidance including in pre-event communications, visibly on signage, and in any relevant programme material
- Remind spectators, parents, carers and children that photography and filming is taking place and the opt out mechanic
- Ask for photos taken during the event not to be shared on social media without the explicit consent of those identifiable in the image or film
- Recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Remind children, parents and carers who they can talk to if they have any concerns about images being shared

Where we take imagery or record film for FIRST UK's use

Employees of the charity

We recognise that our staff may wish to capture key moments showing our programme in action in the classroom, at events and elsewhere. However, this should only be done with *FIRST* UK's permission and using our equipment (for example, a charity-owned and secure device, not personal mobiles).

Volunteers

Volunteers supporting our activities and events are subject to the same advice, guidance and briefings as staff contained herein.



Third-party contractors

Should we engage a third-party contractor – such as a photographer, a videographer, to capture content related to our programme activities or events – we shall:

- Provide the contractor with a brief regarding appropriate content and behaviour
- Ensure the contractor is easily identifiable as an official photographer or filmmaker
- Inform children, their parents and carers that still and moving images will be taken through adequate pre-notification communications (email) and clear on-the-day signage at any event or activity where applicable
- Not allow any staff member, volunteer, or subcontractor to have unsupervised access to children and young people
- Not allow the photographer to take any imagery or content other than at the specified event or activity
- Report concerns regarding inappropriate or intrusive photography in line with our safeguarding policy

Seeking consent

Children, young people, parents, carers and those acting in loco parentis (teachers and youth leaders) must be made aware that photography and filming are part of the programme and be provided with the ability to opt out. This is achieved via the team lead responsible for the young person's participation in the programme, event or activity. Consent can be withdrawn at any time.

Opt-outs at events or activities

If a young person's parent or guardian has not given consent to be photographed or filmed, and the charity has been notified, FIRST UK will:

- Ensure the child or young person is visually identifiable (through the provision of a red lanyard or similar identification mechanism)



- Brief all staff, volunteers, sub-contractors and members of the public (as may be relevant) not to capture, store, or disseminate any content featuring a young person wearing such and to delete any material inadvertently captured
- Diligently check any imagery, moving image content for opted-out individuals before use, publication, or dissemination

Photography and/or filming for wider use

Where media, journalists, or other third parties wish to capture imagery or recordings of *FIRST* UK activities or events and share such professionally or in the wider world, they must seek permission in advance. In addition to the safeguards and protections described herein, they will be expected to provide:

- The organisation they represent (including website, address)
- Name and address of the person using the camera
- The reason for taking the images and/or how the content will be used
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given

FIRST UK will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek any relevant consent from the children who are the intended subjects of the images and their parents, and inform the photographer of anyone who does not consent.

At the event, we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example, by wearing a coloured identification badge. This will be 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 do so in a password-protected, user-controlled, 2FA secure drive.

Images and film will be stored for a period of 5 years unless it is specifically being used for marketing materials.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

FIRST UK does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to *FIRST* UK should be used.

Related policies and procedures

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

- Safeguarding Policy
- Code of conduct for staff and volunteers

