

PHOTOGRAPHY AND FILMING POLICY STATEMENT

The Purpose and scope of this policy statement

Boldon and Cleadon Community Library (BCCL) works with people of all ages as part of its activities.

These include pre-school groups; activities for school age children; a Memory Cafe for those living with Dementia and their carers; a weekly Drop In session for local residents to socialise with others; a Knit and Natter group; activities for adults including speakers and quizzes; as well as various fundraising events.

The principles set out in this document apply to all library users and in particular to children and vulnerable adults.

The purpose of this policy statement is to:

- protect everyone who takes part in BCCL'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 during our events and activities;
- ensure that we operate in line with our values and within the law when creating, using and sharing images.

This policy statement applies to all volunteers and other adults associated with BCCL.

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all library users and to take, share and use images of them safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our library, provide a record of our activities and raise awareness of our organisation;
- the welfare of our library users taking part in our activities is paramount;
- everyone has 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 library users 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 and vulnerable adults online.

We will seek to keep everyone safe by:

- always asking for written consent from parents/carers 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 and vulnerable adults;
- making it clear that if anyone withdraws consent for an image to be shared, it may not be possible to delete images that have already been shared or published;
- never publishing personal information about anyone and disguising any identifying information (for example the name of a child's school or a school uniform with a logo);
- making sure everyone understands how images will be securely stored and for how long (including how we will control access to their images and associated information);
- reducing the risk of images of children being copied and used inappropriately by:
 - only using images of children in appropriate clothing;
 - avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused;
 - using images that positively reflect young people's involvement in the activity;
- sharing this policy and procedure with activity leads and volunteers.

Photography and/or filming for BCCL's use

We recognise that our volunteers may use photography and filming as an aid in activities such as music or drama. However, this should only be done with BCCL's permission and using our equipment.

Library users must also be made aware that photography and filming is part of the programme and give written consent.

Photography and/or filming for personal use

People attending our events are allowed to take photographs for personal use but not of other library users.

Photography and/or filming for wider use

With the agreement of BCCL, someone such as a local journalist may be invited to record one of our events with a view to sharing the images professionally. In these circumstances the above procedures will apply.

If consent to take photographs is not given

If anyone does not consent to photographs being taken, we will respect their wishes.

We will never exclude anyone from an activity because we do not have consent to take their photograph.

Storing images

We will store photographs and videos securely, in accordance with our safeguarding policy.

We will keep hard copies and electronic images in a locked cupboard with restricted access. Images will be stored for a maximum of 6 months.

BCCL does not permit volunteers to use any personal equipment to take photos and recordings. Only devices belonging to BCCL should be used.

November 2018

Policy Reviewd:

November 2022

September 2023

Safeguarding Lead: Clare Swales (Volunteer)

Deputy Safeguarding Lead: Gail Barkel (Trustee)