

Photography Policy

At Families Together Suffolk (Families Together) photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. Photographs are also taken of whole group activities including parents, volunteers and staff. We may also take photographs for marketing and publicity purposes in all areas of our work.

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVD, the internet or other technologies. The term "devices" refers to any technology used to take images e.g. cameras, mobile phones or tablets.

Safeguarding

The welfare and protection of children is paramount, and consideration will always be given to whether the use of photography will place children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason, on registration to group, parents/carers are asked to complete a Photography Consent form indicating their agreement or objection regarding the use of images of their child or their family being taken and used to promote or celebrate the work of Families Together. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

- **On no occasion should Families Together staff, volunteers or trustees take images of a child or family they are visiting using their own camera or device.** This would be deemed a safeguarding issue and may result in the volunteer being asked to leave the organisation. If a family would like a photo, then one can be taken using the families' own device.
- Only the designated Families Together Suffolk camera or device is to be used to take any photo within the group or on group outings. **No volunteers or staff to take photos using their own devices at group.**
- Images taken on the Families Together Suffolk camera or device must be deemed suitable without putting the child/children or parents in any compromising positions that could cause embarrassment or distress. Staff and volunteers must ensure the photographs being taken by themselves or other parents/carers are appropriate e.g. children are fully dressed.
- The Group Coordinator is responsible for the safe keeping of the camera or device.
- Images taken and stored on the camera or device must be downloaded to Families Together's cloud storage as soon as possible and then deleted from the camera or device.

- If parents at the family group want to take photos of their own children with their own camera or device this is acceptable. If they are photographing a child or children other than their own child/children then they must seek permission from the family or families concerned.

Publicity

On occasion photographs are taken at group events e.g. garden parties or trips. This is an important part of celebrating achievement and successes and highlighting the work of Families Together. Any child whose parents have withheld permission will not be photographed.

Parents will be asked to notify the coordinator if they don't wish their family to be photographed and the photographer will be advised. The photographer will be wearing an orange staff badge to identify them.

Facebook and Other Social Media

No photographs taken at Families Together activities will be shared on social media unless the parent has signed the photography consent form.

Signed by Chair:	C. Read
Date:	November 2024
Review Date:	November 2025

Appendix 1

PHOTOGRAPHY CONSENT

Please tick:

<input type="checkbox"/>	I hereby give permission for Families Together to use photographs of me and/or my child(ren) to help promote its work. I would be happy for the photographs to be used for newspaper/magazine articles, publications and leaflets, Social Media and on-line platforms. Please note that from time to time, our funders and other stakeholders may wish to use these photographs to promote their support of Families Together.
<input type="checkbox"/>	I do not consent to photos of myself or my children being taken.

Signed by Parent/Legal Guardian:	
Print Name:	
Date:	

Conditions of use

- You may contact us at any time to withdraw these permissions. We will immediately remove any image/footage of you and/or your child/children from the Families Together Suffolk website if you so wish. Any image/footage of you and/or your child/children will continue to feature on any printed material while it is in circulation, but we will remove the image/footage from our photo library, preventing its further use.
- We will not include details of any person in an image/footage on our website, in printed publications or in press or promotional material without good reason. An exception might be where, with consent, we publish the identity of a competition prize winner.
- We will not include personal e-mail, postal addresses, or telephone numbers on video, on our website or in printed publications.

If you change your mind and would like us to stop using the photographs for any reason, please contact Families Together on 01379 678552 or email info@famielstogethersuffolk.org.uk