

The Laurel Trust safeguarding policy on photography and filming

Context:

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity, including research projects in partnership with The Laurel Trust.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

As Trustees we believe it's important to be aware of child protection and safeguarding issues when any research activity includes taking photos of or filming children and young people.

The purpose and scope of this policy statement:

The Laurel Trust works through grant aiding research and innovation projects with settings and schools and their strategic local partners which aim to level up children's learning and life-chances in areas of deprivation and disadvantage. The purpose of this policy statement is to:

- protect children who take part in research activity by beneficiaries where photographs and videos may be taken
- ensure that we operate in line with our values and within the law when as part of our commitment to disseminate effective practice we use and share images of children on our website and in our communications

This policy statement applies to all adults associated with The Laurel Trust.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and should be read alongside our Safeguarding Policy and Procedures.

At the Laurel Trust we have a responsibility to promote the welfare of all children and to share and use images of children safely. We understand that the Data Protection Act (DPA) 2018 and the GDPR place duties on us, organisationally and individually, to process personal information fairly and lawfully and to keep any information we hold safe and secure. We recognise that neither the DPA nor GDPR prevent the sharing of information for the purposes of keeping children safe. We know that there are potential risks associated with sharing images of children online. We believe that:

- sharing photographs and films of research and innovation activity supported by The Laurel Trust grants can help us celebrate the successes and achievements of our beneficiaries, provide a record of impact and raise awareness of our organisation
- the welfare of the children participating in funded activities is paramount

- it is important to seek and gain assurance that beneficiaries have made sure that children, their parents and carers understand how the images will be used and stored and have given consent.

We expect beneficiaries to provide assurance that they have policies in place to:

- gain written consent from a child and their parents or carers before taking and using a child's image
- explain what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- make it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published

We will:

- anonymise the names of children whose images are used in our published material
- never publish personal information about individual children and disguise any identifying information (for example a school uniform with a logo)
- make sure beneficiaries understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reduce the risk of images being copied and used inappropriately by only using images that positively reflect children's involvement in grant supported research.

Storing images:

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 3 years and will be reviewed annually by the trustees).

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. The Laurel Trust does not permit any adult associated with the Trust to use any personal equipment to take photos and recordings of children.

This policy statement should be read alongside our Trust safeguarding policy and procedures, including our code of conduct for trustees and code of behaviour for consultants and beneficiaries

We are committed to reviewing our policy and good practice annually. This policy was implemented on: 11th November 2020(date)

This policy was last reviewed on:(date)

Signed: *[Signature]* (Chair of Trustees)

Date: 11th November 2020