



Photography and filming policy statement

February 2021

The purpose and scope of this policy statement

Marlow Chamber of Commerce works with young people as part of its Young Entrepreneur Programme. We have consequently developed a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

The purpose of this policy statement is to:

- protect young people who take part in Marlow Chamber'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 young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of young people

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection [learning.nspcc.org.uk/child-protection-system](https://www.learning.nspcc.org.uk/child-protection-system)

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 publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Marlow Chamber to take and use their images
- asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.



Photography and/or filming for Marlow Chamber use

We recognise that our Young Entrepreneurs programme leaders may use photography and filming as an aid in activities. However, this should only be done with Marlow Chamber's permission and using our equipment or equipment that has been pre-agreed by Marlow Chamber.

Young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing young people, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Marlow Chamber) or young entrepreneurs 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 using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

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

At the event we will inform young people, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.



If Marlow Chamber is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

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 maximum period of 3 years.

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

Marlow Chamber does not permit members and visitors to using any personal equipment to take photos and recordings of children. Only cameras or devices pre-agreed by the Executive Committee of Marlow Chamber should be used. All images or videos captured on pre-agreed devices are to be sent to DSL for storage and subsequently removed and destroyed from original source. Copies must not be shared, stored or distributed beyond these guidelines.

Related policies and procedures

This policy statement should be read alongside all our organisational policies and procedures, which can be found on our website:

<https://www.marlowchamber.com/policies-procedures>

NSPCC Helpline

0808 800 5000

This policy was last checked and approved in February 2021 and is subject to annual review. Date of next review is February 2022.