

## ASDC Photographic Policy

This policy aims to reduce the potential for misuse of images of children, young people and vulnerable adults that are used for ASDC publication, website and social networking. ASDC recognises the importance of raising awareness of the potential risks and dangers by establishing appropriate measures that are adhered to by all ASDC staff members and volunteers.

### Risks of photography and filming at events:

Individuals may be identifiable when a photograph is shared with personal information. This can lead to direct and indirect risks to children, young people and vulnerable adults when photographs are shared on websites and in publications.

Highest risks come with inappropriate photographs or recorded images that are shared with identifying information. These images can be used inappropriately when in the public domain. They can be copied adapted and used by individuals to gain personal access to the individual.

### Under this policy, ASDC is committed to the following:

- No image or video footage that shows close up faces or identifiable images of children will be taken without the awareness of the subject.
- No image or video footage of children that shows faces or identifiable images of children will be taken without consultation and consent from the parent or primary carer.
- All children and young people under 16 require consent from a parent or primary carer for their image to be used for promotional purposes. Therefore written consent must be obtained in order for ASDC to use images or video footage that shows the identifiable faces of children.
- Consent forms must be explained before being signed to ensure that parents and primary carers understand why images are being taken and what they may be used for.
- When consent forms are written and administered by a 3<sup>rd</sup> party for sharing nationally (for example, a science centre partner), ASDC will ensure that this form is assessed and covers consent for use by ASDC in the relevant media.
- Many schools and clubs have an acceptable use policy which may not include sharing photos on social media. Therefore, no images of children, young adults or vulnerable adults will be used on ASDC social media unless we are certain that permission has been granted for use of images

on the web and social media from parents or primary carers.

- No image will be used on ASDC publicity/website/social media that identifies the full name of the child – either within a caption or within the image itself. If a child's name is visible in a photographic image (for example a name badge) this image will either not be used or the image will be doctored to effectively obscure the name.
- Care will be taken to avoid disclosing any personal information about a child (for example first name plus school name plus age of the child) that makes the child identifiable and accessible.
- Care will be taken to avoid disclosing personal information about a child (for example first name plus town plus favourite hobby) that could be used to learn more about a child prior to grooming them for abuse.
- Images or video footage will only be used of children in suitable clothing. For example, images taken during activities such as swimming or revealing costumes will not be used and will be securely deleted in order to reduce the risk of inappropriate use.
- Images and video recordings of children, young people and vulnerable adults will be held securely under the ASDC Data Protection Policy. Hard copies of images will be kept in a locked filing cabinet and electronic images will be in a protected folder with restricted access.
- Third parties (for example science centres) that have access to shared folders containing photographs or videos of children, young people or vulnerable adults will be instructed to follow the guidelines within this document. These third parties are not entitled to use images shared from ASDC for their own promotion/website/social media.
- ASDC images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- ASDC staff and volunteers will avoid using any personal equipment to take photographs and recordings of children and young people.
- All professional photographers, the press, or third parties taking photographs or video footage on behalf of ASDC will be instructed to follow the guidelines within this document.
- ASDC will ensure that photographers do not have unsupervised access to children, young people or vulnerable adults and that photographs are taken in a structured way at defined times.
- ASDC does not sanction photography sessions outside the event or at a child's home.