

## **Economy policy on photography and video content shared with us by young people**

### **The purpose and scope of this policy statement**

*Economy* works with children and young people as part of its activities. These include: providing courses and workshops, and working with children and young people to co-produce written and video content about their experiences in the economy.

The purpose of this policy statement is to:

- protect children and young people who take part in *Economy's* co-production activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with *Economy*

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

### **We believe that:**

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

### **We recognise that:**

- publicly sharing photographs and films co-produced by children and young people can help give them a voice on the economy, change public understanding of the economy and activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have 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 and use images of children is only meaningful when children, their parents and carers 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 online.

**We will seek to keep children and young people safe by:**

- always asking for written consent from a child and their parents or carers before taking and/or 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
- making 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
- only publishing the first names and not surnames of the children whose images we are using, unless there is a specific reason to use a surname in which case we will get specific consent from the child and their parent or carer
- never publish personal information about individual children such as their contact details. We will only use social media handles for a child or young person in our own social media posts if they already have a publicly accessible social media account and only after obtaining explicit consent to do so from the child and their parents or carers.
- making sure children, their parents and carers 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)
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary)
  - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
  - using images that positively reflect young people's involvement in the activity.

We will also develop 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.

**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 7 years.

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

### **Contact details**

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