

Whilst it is important that children & young people have photographs & films of special moments, the increasing use of digital technology presents a number of risks for children, young people and their families, mainly due to the way it is used rather than the technology itself.

Safeguarding issues must be considered when taking & using images of children, young people and staff, e.g. if they have fled from domestic abuse their whereabouts may be revealed to an abusive partner.

Some people simply do not want their images to be publically available.

## Steps that must be taken:

- You must get the informed, signed consent of everyone appearing in the photograph, video and image, including staff and the parents and carers of pupils, before it is created
- Young people may be able to give consent themselves if they are considered able to make an 'informed' choice
- If you believe a young person is making an informed choice, always check with your DSL/D to see if there are safeguarding issues that the young people themselves are unaware of or may not have taken into account
- No images of a looked after child should be created or used without prior written & signed consent from their social worker and Local Authority
- Never use full names or other personal details of the subject of any image you use as children may become vulnerable to grooming
- Always be clear about the purpose & audience for the image
- If you use images from another agency, you need to check that agency has obtained informed consent
- Only use secure equipment provided by your setting to take, store and download images – never use your personal devices
- When an image is transferred to your workplace network they should be erased immediately from their initial storage location
- Be careful about using images of children in swimming costumes or other revealing clothing due to the potential for misuse of images
- Always destroy images once consent has expired or the child or young person has left your setting
- Never take images of a child's injury or an audio recording of a disclosure, even if requested by children's social care

## CCTV and webcams:

- Are they sited where they may compromise the privacy of individuals, e.g. toilet or changing areas?
- Have you displayed clear signs that they are in operation?

## Images:

- Are your display boards seen by the public?
- May be shared online, copied, downloaded, screenshotted, adapted & used inappropriately
- May appear in internet search results
- May be owned by the platform once posted and then licensed for e.g. commercial purposes
- Become a part of a child's public image which may affect them later e.g. job applications
- Have you demonstrated an inclusive approach by including images of people of different ethnicity or disability?
- Have you checked any copyright implications?

**All settings need a policy about taking & publishing images during events and activities and what actions you take to keep children safe. This policy must be available & understood by pupils (as appropriate) parents, staff & volunteers.**

The press are exempt from the Data Protection Act. If you invite them to your premises or event you need to obtain prior consent from staff, parents and carers involved.

Family members can take photos of their child in school activities. Photos taken for personal use by family members are not covered by the Data Protection Act.

## Useful links/resources:

- [Data Protection: Gov.uk](https://www.gov.uk)
- [SCSP Child Protection & Safeguarding Procedures: Online Safety](#)
- [Education policies, procedures & guidance, Safeguarding Sheffield Children website](#)
- [Safeguarding Sheffield Children website: Online Safety](#)
- [Searching, screening and confiscation; Advice for Head Teachers, school staff & governing bodies, DfE 2018](#)
- [Taking Photo's in Schools](#), Information Commissioners Office