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

Adrenalin Dance works with children and families as part of its activities. These include: dance classes, shows and workshops.

**The purpose of this policy statement is to:**

* Protect children and young people who take part in Adrenalin 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 of children and 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 children and young people
* This policy statement applies to all staff, volunteers and other adults associated with Adrenalin Dance

**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](http://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse" \t "_blank)
* Child protection [learning.nspcc.org.uk/child-protection-system](http://learning.nspcc.org.uk/child-protection-system" \t "_blank)

**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:**

* Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our 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 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.

More information about this is available from <https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance>

**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 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
* Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
* 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
  + using images that positively reflect young people’s involvement in the activity.

**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 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 Adrenalin Dance 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 Adrenalin Dance’s use:**

Children, 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 children and 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 children, 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.

**Storing images**

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep electronic images in a protected folder with restricted access. Images will be stored for a period of 15 years.

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

Adrenalin Dance does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Adrenalin Dance should be used.