Selby CoderDojo

Photo & Image Sharing Policy

1. Purpose

a. The aim of Selby CoderDojo is to encourage young people (and their families) to engage in coding and digital making, following the principles of the CoderDojo Foundation & Charter. We focus on a culture of open learning, where young people progress at their own pace and explore areas of interest that resonate with them. We're keen to reach people who are underrepresented in STEM, including those who are educationally underserved, experiencing disadvantage, or who simply don't have access to a computer at home

b. The purpose of this policy statement is to:

  i. **Protect children and young people** who take part in Selby CoderDojo's services, events and activities, specifically those where photographs and videos may be taken.

  ii. **Set out the overarching principles** that guide our approach to photographs/videos being taken of children and young people during our events and activities.

  iii. 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.

c. This policy applies to anyone acting on behalf of Selby CoderDojo, including the Dojo team, the board of trustees, and anyone delivering activities on our behalf.

2. Legal Framework

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

b. Summaries of key legislation and guidance is available on NSPCC Learning:

  i. [Online abuse legislation and guidance](#)

  ii. [Child protection legislation and guidance](#)

3. We believe that:

a. Children and young people should never experience abuse of any kind.

b. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

4. We recognise that:

a. 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

b. The welfare of the children and young people taking part in our activities is paramount

c. 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

d. 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

e. There are potential risks associated with sharing images of children online.

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

a. Always asking for consent from a child and their parents or carers before taking and using a child's image, through our event booking form

b. Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children

c. 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

d. Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

e. 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)

f. 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)

g. Reducing the risk of images being copied and used inappropriately by:

    i. Only using images of children in appropriate clothing (including safety wear if necessary)

    ii. Avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused

    iii. Using images that positively reflect young people's involvement in the activity.

h. 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.

6. Photography and/or filming for personal use

a. 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:

    i. Reminding parents, carers and children that they need to give consent for Selby CoderDojo to take and use their images

    ii. Asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them

     iii.   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

     iv.   Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

7. Photography and/or filming for Selby CoderDojo's use

a. We recognise that our group leaders may use photography and filming during Dojo sessions, however, this should only be done with Selby CoderDojo's permission.

b. Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give consent via the event registration form.

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

     i.   Providing the photographer with a clear brief about appropriate content and behaviour

     ii.   Ensuring the photographer wears identification at all times

     iii.   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

     iv.   Not allowing the photographer to have unsupervised access to children

     v.   Not allowing the photographer to carry out sessions outside the event or at a child's home

     vi.   Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

8. Photography and/or filming for wider use

a. If people such as local journalists, professional photographers (not hired by [name of group/organisation]) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

b. They should provide:

     i.   The name and address of the person using the camera

     ii.   The names of children they wish to take images of (if possible)

     iii.   The reason for taking the images and/or what the images will be used for

     iv.   A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

c. Selby CoderDojo 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.

d. At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

e. If Selby CoderDojo 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.

9. If consent to take photographs is not given

a. If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes.

b. We will never exclude a child from an activity because we do not have consent to take their photograph.

c. When all young people join the Dojo session they will be given a name sticker. We will use the name stickers and booking list to identify young people who we do not have permission to photograph.

d. We will ensure this is done in a way that does not single out the child or make them feel isolated.

10. Storing images

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

b. We will keep electronic images in a protected folder on a cloud storage system with restricted access.

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

d. Photos and videos may be recorded on volunteers personal devices, but any content should be transferred to our cloud storage system as soon as is practical, then removed from personal devices.

11. Related policies and procedures

a. This policy statement should be read alongside our organisational policies and procedures:

   i. Our most recent policy documents can be found at selbycoderdojo.org.uk/governance

   ii. All of our safeguarding information can be found at selbycoderdojo.org.uk/safeguarding

12. Contact Details:

a. **Nominated safeguarding lead:**

   i. Sarah McAtominey

   ii. sarah@selbycoderdojo.org.uk

b. **Dojo Champion & Chair of Trustees**

   i. John McAtominey

   ii. john@selbycoderdojo.org.uk

13. Reporting concerns

a. You can report a concern at any time to any of the following organisations:

    i. Selby CoderDojo

        1. Speaking to any member of our volunteer team

        2. sarah@selbycoderdojo.org.uk

        3. john@selbycoderdojo.org.uk

    ii. Raspberry Pi Foundation

        1. www.raspberrypi.org/safeguarding

        2. 0800 1337 112

    iii. NSPCC

        1. https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/

        2. 0808 800 5000

        3. emailing help@NSPCC.org.uk

    iv. North Yorkshire Safeguarding Children Partnership

        1. https://safeguardingchildren.co.uk/about-us/worried-about-a-child/

        2. 0300 131 2131

        3. social.care@northyorks.gov.uk

    v. Police

        1. https://www.northyorkshire.police.uk/advice/advice-and-information/caa/child-abuse/how-to-report-possible-child-abuse/

        2. If you suspect someone is in immediate danger, call 999 now

        3. For non-emergency concerns call 101

b. Where your concern is about a FEAST school holiday activity you can also contact **North Yorkshire Together** who manage the FEAST programme:

    i. https://northyorkshiretogether.co.uk/contact-us/

    ii. hello@northyorkshiretogether.co.uk

    iii. 01845 980141