

# Photography and Filming Policy

Spinnaker Trust works with children and schools producing and delivering live and digital content to facilitate the exploration of faith and spirituality in educational and worshipful contexts.

Spinnaker Team members are not authorised to take photos or videos of minors unless they have received:

- 1) Training
- 2) Authorisation from the Spinnaker Core team
- 3) Consent from the school and/or primary caregiver

Under these conditions, Spinnaker would like to involve children in the filming and promotion of our resources under the following guidelines.

## Purpose of Policy

- To set out the overarching principles that guide our approach to photographs/videos being taken of children and young people when producing our multi-media resources
- 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 Spinnaker Trust.\

## We believe that:

- We have a responsibility to promote the safety and welfare of all children and young people and to take, share and use images of children safely.

## We recognise that:

- The welfare of the children and young people taking part in our activities is paramount
- Consent to take images of minors is only meaningful when children, and/or their primary caregiver, 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 primary caregiver before taking and using a child's image
- Always explaining what images will be used for, how they will be stored and for how long (including how we will control access to the images and their associated information)
- Making it clear that if a child or their family withdraw consent for an image to be shared, it will not be possible to delete all the images that have already been shared or published.
- Changing the names of children whose images are being used in our materials whenever possible (and only using first names if we do identify them)
- 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)

# Photography and Filming Policy (continued)

## Storing Images

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

We will keep any printed 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 no longer than 7 years. It should be recognised however that our videos, once edited, are distributed via YouTube and are in the public domain and so are photos that are used in our publications. We will advise you, through our consent form, when this is the case.

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

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

## Contacts

Spinnaker Trust Ltd is the data controller and our registered address is:  
172 High Street, Penge, SE27 2PS

Data Protection Officer: Clare Holl – [clare@spinnaker.org.uk](mailto:clare@spinnaker.org.uk)

## Date Last Updated:

April 2022

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