**INTRODUCTION**

It is recognised that SNAPS may want to take photographs and videos of the children and families we work with for several reasons:

* For the child’s personal record
* For use on the SNAPS website
* For use within SNAPS marketing materials
* For use on SNAPS social media
* For use within the SNAPS newsletter
* For press and publicity purposes
* For funding applications and reports
* To share with trusted partners

**AIM**

SNAPS recognises that photographs and videos of children can be misused. This policy aims to minimize risk of inappropriate use of any photographs and videos taken at SNAPS events. It also aims to ensure that families are comfortable with images being taken of their children and families and if not, that there is a formal procedure for them to opt out of having any photographs or videos taken or to allow them to choose the ways in which images of their children and families can be used by SNAPS.

**ROLES AND RESPONSIBILITES**

SNAPS will acquire parental consent before taking any photographs or videos of any of the children attending our sessions and events. SNAPS will ensure that when a family registers with us they are required to complete the photograph consent section of the registration form. There will be the option to opt out of any photographs and videos being taken of their children and families, and an option to opt out of such material being used for any of the purposes as set out above.

SNAPS will ensure all staff have read the Photography Policy and understand that no inappropriate photos will be taken of any person attending a SNAPS session. We recognise that some of SNAPS’ activities such as hydrotherapy and swimming present potential issues regarding appropriate clothing being worn. SNAPS employees and staff will be sensitive to these issues and take appropriate photographs that reduce the risk of misuse.

A sign will be displayed at all SNAPS events to warn families that photographs and videos may be taken and to signpost them to a staff member if they do not want any photographs taken of their children or family.

No photographer will have unsupervised access to any child.

Photographs and videos should be taken on SNAPS devices and only stored as part of SNAPS records.

Once downloaded, images should be deleted from the camera and memory card.

Photographs and videos should be taken by SNAPS staff and volunteers. If a nominated external photographer is used, the photographs should be given to SNAPS and then deleted from the external person’s devices.

REVIEW PROGRAMME: DRAFTED 18th November 2021 / TRUSTEE REVIEW 30th November 2021 / NEXT REVIEW November 2022