



PHOTOGRAPHY POLICY

SNAPS YORKSHIRE CIO

July 2026

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 minimise the 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, and to allow them to choose the ways in which images of their children and families can be used by SNAPS.

Roles and Responsibilities

SNAPS will obtain 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 set out above.

SNAPS will ensure all employees, volunteers, contractors and trustees 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, volunteers, contractors and trustees 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 an employee if they do not want any photographs taken of their children or family.

No photographer will have unsupervised access to any child. A parent or carer of the child must always be present.

Photographs and videos should usually only be taken on SNAPS' devices by SNAPS' employees and volunteers and only stored as part of SNAPS' records. If an external contractor, volunteer or trustee is permitted to take photographs, they may be taken on their own equipment. They should be downloaded and sent to a SNAPS' employee to be stored securely before deleting them from their personal/professional devices.

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

During SNAPS sessions, parents and carers may take photos of their own children, and other children may accidentally be in the shot. Parent/carers should be mindful of this and ensure they do not share photos of other people's children without their prior consent.

Drafted: 15 th August 2025 Approved By Board: 15 th July 2026 Next Review Date: July 2027
