

Douglas Bader Foundation

Photography Policy - taking, storing and using images of children

The Douglas Bader Foundation (“DBF”) has adopted the following procedures to ensure that appropriate and proportionate safeguards are put in place to prevent the misuse of images of children.

This policy is intended to provide information about how images of children are normally used by DBF and also covers its approach to the use of cameras and filming equipment at events where children will be in attendance.

This policy should be read in conjunction with the Child Protection Policy (which can be found on DBF’s website). Any questions regarding this policy should be directed to David Bickers, Chief Executive and Designated Officer for Safeguarding (whose details can be found below).

DBF is also required to comply with the Data Protection Act 2018 and the General Data Protection Regulation with regards to use of personal data and has taken this into consideration when drafting this policy.

Consent

Photographs of children will **not** be taken by DBF without the prior permission of parents/ carers. We cannot guarantee that no photographs will be taken by any other persons attending our events.

As DBF cannot guarantee that photographs of children will not be taken at Flying Days or Activity Week-ends or other events, children will not be able to attend such events without parental consent, including the consent to take photographs. A copy of the consent form is annexed to this policy (please see Appendix 1).

Taking photographs safely

Where reasonably practicable, DBF will assess external photographers before engaging them for Flying Days, Activity Week-ends or other events. DBF will also make every effort to ensure that photographers do not have unsupervised access to children.

DBF trustees, employees and volunteers are to avoid using any personal equipment to take photos and recordings of children and should only use cameras or devices belonging to DBF.

Use of images of children in promotional material

DBF will use images of children to promote Activity Week-ends and Flying Days and other events, including on:

- its website
- printed material
- social networking services such as Twitter and Facebook
- its eNewsletter, Inspiration²

A child’s name will not be included in photograph captions unless specific consent has been given by their parent/carer. Otherwise, if a child is named in a caption, DBF will avoid using their photograph. DBF will also avoid using detailed personal information of children on its website or in marketing materials.

Images of children will always be chosen carefully and sensitively and will not be used out of context or for something other than set out in this policy. DBF will only use images of children in appropriate dress.

DBF trustees, employees and volunteers shall not make images of children available on the internet, other than through official DBF online platforms.

Storing images securely

DBF endeavours to use reputable professional photographers only and makes every effort to ensure that images of children are held by them securely, responsibly and in accordance with DBF's instructions.

DBF takes appropriate security measures to ensure that images or video recordings of children are kept securely and protected from loss or misuse. DBF also takes reasonable steps to ensure that images are not stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

DBF trustees, employees and volunteers are given guidance on the importance of ensuring that images of children are made and used responsibly, and only have access to images of children held by DBF where it is necessary for them to do so. They are also instructed not to store any photographs of children taken at DBF events on their personal cameras, devices or home computers. Where it is necessary for them to take photographs on personal devices, DBF trustees, employees and volunteers are instructed to save or send these images to a device belonging to DBF as soon as is practicable and to delete such images from their own devices.

Reporting misuse of images of children

Concerns regarding inappropriate or intrusive photography should be reported to the Designated Officer for Child Protection/ Safeguarding and recorded in the same manner as any other child protection or safeguarding concern.

Designated Officer for Child Protection/Safeguarding: David Bickers, Chief Executive
(david.bickers@douglasbaderfoundation.com or 01225 865172)

APPENDIX 1 - CONSENT FORM

AUTHORISATION FORM

I confirm that I give my permission for
and all other members of my family should the opportunity arise, to
take part in the [*EVENT TO BE INSERTED*] on [*DATE*]. I
understand and accept that any flight is taken entirely at our own
risk and fully accept that no responsibility, irrespective of
circumstances, falls in any way upon the Douglas Bader Foundation.
I further understand that photographs of the event may be taken
and accept that by signing this form I am permitting any pictures
which may contain images of any of my family members to be used
for advertising or promotional purposes by The Douglas Bader
Foundation.

AUTHORISING NAME (PLEASE PRINT).....

SIGNATURE

PARENT/GUARDIAN

DATE:.....