

## Use of photographic images Policy

# Use of photographic images of children policy

Version: V1

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Date: 24<sup>th</sup> July 20

Approved by: Dr Khalid Anis (Chair of Shura)

Next Review date:

## Use of photographic images Policy

ISB (“the Charity”) recognises the need to ensure the welfare and safety of all children. The Charity may, from time to time, wish to record the Charity’s work involving children. Such images may be used for fundraising purposes and for general publicity purposes including in the Charity’s printed publications, presentations, on its website, social media channel – Facebook, Instagram and Twitter and in the media (“**the Specified Purposes**”).

The Charity will take all steps to ensure that any images taken are used solely for the purposes that they are intended. If you become aware that these images are being used inappropriately you should inform the Designated Person immediately.

The Charity will not permit photographs, video or other images of children and young people to be taken without the consent of their parents/carers and the child. The parent/carer should complete the consent form annexed to this policy to indicate their consent.

The Charity will abide by the following principles of good practice. We will:

- avoid using children’s names (first name and surname) in photograph captions. If the child is named, we will avoid using his or her photograph. If the photograph is used, we will avoid naming the child.
- use a parental permission form to obtain consent for a child to be photographed or videoed (annexed to this policy) and obtain the consent of the child where appropriate<sup>1</sup>;
- limit any personal information about a child where an image is used on our website as this could be used by an individual to learn more about a child prior to grooming them for abuse.
- we will make clear the charity’s expectations in relation to child protection where an external/professional photographer or the press are invited to an event and children are present.
- not allow photographers unsupervised access to children; and

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<sup>1</sup> Parents/guardians have to give consent if the child is under 12, but between 12 and 18, whether a child has capacity to consent for data protection purposes depends upon the level of understanding of the individual child. Practically speaking, the charity should always get consent from parents if the child is under 12, and probably from parents if between 12 and 16, but ensure that the children are told the purpose of the photos at the time of them being taken, and are given the opportunity to opt out if they want.

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- store images securely either in locked filing cabinets or in a password protected section of the charity's database in accordance with the principles set out in our Safeguarding Policy and Procedures.

This policy should be read in conjunction with:

- Safeguarding Policy and Procedures
- Code of Behaviour for trustees, staff, and volunteers
- Data Protection Policy

**For further information or to report any concerns, please contact the Designated Safeguarding Lead (DSL) – Sr Henna Szovati (Trustee) – [safeguarding@isb.org.uk](mailto:safeguarding@isb.org.uk)**

This policy is approved and endorsed by the Board of Trustees.

We are committed to reviewing our policy and good practice annually.

This policy was signed by: **Dr Khalid Anis (Chair of Shura) on 26<sup>th</sup> October 2020..... (date)**

**Signed:** .....

## Use of photographic images Policy

### PARENTAL CONSENT FORM FOR USE OF IMAGES OF CHILDREN

I/we..... the parent(s)/guardian(s) of:  
 (child's full name) .....hereby give **ISB** permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, for:

Please tick box to opt into each individual potential use

Newsletter	<input type="checkbox"/>
Website	<input type="checkbox"/>
Facebook	<input type="checkbox"/>
Instagram	<input type="checkbox"/>
Twitter	<input type="checkbox"/>
External media	<input type="checkbox"/>
Posters/leaflets	<input type="checkbox"/>

By their nature, websites can be accessed across the world, and if you consent to your child's image being shared on the website, you do so in the knowledge that it may be accessed by persons outside of the EEA, and in countries where there are no equivalent data protection laws to protect the use of that image.

Please tick here to indicate that you have read and understood this paragraph.

I/we understand that by providing consent to the uses set out in the policy, the photographs/images given may be made public, and **ISB** may not be able to prevent misappropriation of that image by private individuals. If the image appears on social media, it may be shared by persons unknown to **ISB** and any associated risks are understood and accepted by signing this consent.

The above consents will apply throughout the world and be for an indefinite period.

You can withdraw this consent at any time by emailing/contacting [admin@isb.org.uk](mailto:admin@isb.org.uk) but this will not affect the validity of consent provided before the date of receipt of your withdrawal. If the image has been shared on social media, **ISB** may not be able to retrieve the image.

## Use of photographic images Policy

The images will only be kept for 12 months and then deleted.

You have a number of rights which you can exercise in relation to personal information that we hold, including the images we hold of your child. Please see the ICO website at <https://ico.org.uk/> for more details.

Signed.....Date.....

Signed.....Date.....

Address.....