**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 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 require parental consent before taking any photographs or videos of any of the children attending our sessions. SNAPS will ensure that when a family registers with us they complete the photography 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 and volunteers 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’ equipment / devices and only stored as part of SNAPS’ records in a secure manner.

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

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

REVIEW PROGRAMME: DRAFTED 2nd August 2017 / TRUSTEE REVIEW 13th September 2017 / NEXT REVIEW 13th September 2018