

## 1.13.7 Photographs, Videos and Other Images

### Contents

---

1. [Photography and Videos](#)
2. [Access to Inappropriate Images and Internet Usage](#)
3. [Revision History](#)

### Regulations and standards

#### England

- Regulation 12: [The Protection of Children Standard](#)
- [Regulation 22: Contact and access to communications](#)
- [Regulation 38: Storage of records, etc.](#)
- Regulation 12: The protection of children standard  
<http://www.legislation.gov.uk/uksi/2015/541/regulation/12/made>
- General data protection rules (GDPR)

#### Wales

- Regulation 26: Safeguarding – overarching requirement  
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/26/made>
- Regulation 27: Safeguarding policies and procedures  
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/27/made>
- Regulation 48: Facilities and equipment  
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/48/made>

### Scope of this chapter

This Chapter provides procedures for staff on the use of photographic and video images e.g. as part of activities.

### Relevant chapters

**[Correspondence, Communication and Social Networking Procedure.](#)**

## 1. Photography and Videos

---

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Children may want to take pictures of themselves and each other; digital imaging equipment is becoming readily available on personal devices and can be highly sophisticated.

It is not realistic to assume that restrictions should be placed upon every child and that an outright ban on photography should be introduced, however a culture of respectful and careful consideration should be promoted as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all individuals, especially children from within the home, understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There needs to be an agreement made in advance of images being used and this should take account of whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use or using their own personal equipment.

This means that staff at Bryn Melyn should:

- Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded;
- Be able to justify images of children in their possession;
- Avoid making images in one to one situations or which show a single child/young person with no surrounding context;
- Ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed;
- Only use equipment provided or authorised by the organisation;
- Report any concerns about any inappropriate or intrusive photographs found to their Manager
- Always ensure they have parental permission to take and/or display photographs;
- Only store images on authorised company equipment; transfer of images to other devices is not permitted without the strict approval of the Home's manager.

## **2. Access to Inappropriate Images and Internet Usage**

Staff should ensure that children and young people are not exposed to any inappropriate images or websites/web links. Home's Managers and staff need to ensure that internet equipment used by children have the appropriate controls with regards to access and site-limitations and that 'firewall' and other safety filters are installed and regularly monitored and maintained. They should be password protected and passwords to remain confidential.

Staff need to talk to the child, agree ground rules and monitor their activities as there are constantly new ways unwanted material can pass existing security systems. There will also always be people trying to gain unauthorised access to networks and PCs.

There are no circumstances that will justify adults possessing indecent images of children.

Staff who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

Adults should not use equipment belonging to their organisation to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children/young people.

Adults should ensure that children and young people are not exposed to any inappropriate images or web sites/web links.

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

This means that staff at Bryn Melyn should:

- Follow their organisation's guidance on the use of IT equipment (see **Computers and Internet Access Guidance**);
- Ensure that children are not exposed to unsuitable material on the internet;
- Ensure that any films or material shown to children and young people are age appropriate.

## **Revision History**

---

Date last updated: May 2020

Date of next review: May 2021

Date of release: December 2018

**End**

..