



All Stars Clubs CIC

Photography & Filming Policy - March 2026 - 2027

Policy Updated On: 1st March 2027 By: Janine Keppy



The purpose and scope of this policy statement All Stars works with children/young people/members and families as part of its activities.

These include:

- All Stars Youth Clubs weekly sessions at Himley Road Methodist Church
- All Stars Seniors Discos
- All Stars trips and activities
- All Stars HAF events

The purpose of this policy statement is to:

- Protect children and young people who take part in All Star's services, events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities.
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people. This policy statement applies to all staff, volunteers and other adults associated with All Stars.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children/young people in England/Northern Ireland/Scotland/Wales. Summaries of key legislation and guidance is available on NSPCC Learning: Online abuse legislation and guidance.

Child protection Legislation and Guidance

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation.
- The welfare of the children and young people taking part in our activities is paramount.
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images.
- There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image.
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).

Reducing the risk of images being copied and used inappropriately by:

- only using images of children in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe. Photography and/or filming for personal use. When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents, carers and children that they need to give consent for [name of group/organisation] to take and use their images.
 - Asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them.
 - Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share.
 - Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.
- Photography and/or filming for All Stars' use. We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with All Stars' permission and using our equipment. Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent. If we hire a photographer for one of our events, we will seek to keep children and young people safe by:
- Providing the photographer with a clear brief about appropriate content and behaviour.
 - Ensuring the photographer wears identification at all times.
 - Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared.
 - Not allowing the photographer to have unsupervised access to children.
 - Not allowing the photographer to carry out sessions outside the event or at a child's home.
 - Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Providing the photographer with a clear brief about appropriate content and behaviour.
- Ensuring the photographer wears identification at all times.
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared.
- Not allowing the photographer to have unsupervised access to children.
- Not allowing the photographer to carry out sessions outside the event or at a child's home.
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for All Stars use:

We recognise that our group leaders may use photography and filming as an aid in activities such as music, drama or sports. However, this should only be done with All Stars' permission and using our equipment. Children, young people, members, parents and carers must also be made aware that photography and filming is part of the programme and give written consent. If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour.
- Ensuring the photographer wears identification at all times.
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared.
- Not allowing the photographer to have unsupervised access to children.
- Not allowing the photographer to carry out sessions outside the event or at a child's home.
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use:

If people such as local journalists, professional photographers (not hired by All Stars) or visiting entertainers wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera.
- The names of children they wish to take images of (if possible).
- The reason for taking the images and/or what the images will be used for.
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given. All Stars will verify these details and decide whether to grant permission for photographs/films to be taken.

We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent. At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge. If All Stars is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

If consent to take photographs is not given If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified (green name label) so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the

child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing Images:

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will ideally be deleted once they have been used. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. All Stars does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the All Stars should be used. [Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found from the Information Commissioner's Office]. Related policies and procedures This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and child protection policy and procedures.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

Validation

Signed

Date

We are committed to reviewing our policy and good practice on an annual basis. This document's next review is due 1st March 2026



All Stars Photography & Filming Consent Form



Information for Parents and Carers

All Stars clubs aim to provide a safe and enjoyable experience for all their members and voluntary staff. To help us do this, please note the following important information: ☐

- ☐ We recognise the need to ensure the welfare and safety of all members. ☐
- ☐ We will take all steps to ensure images of members are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform Emily Khan, the Designated Safeguarding Lead, immediately. ☐
- ☐ We will not take or share photographs, video or other images of members without the consent of the members involved and their parents or carers.

This agreement fits with our overarching online safety policy.

Parents and carers:

Please read and discuss this consent form with your child, young person or member if they are unable to complete this form themselves and then fill it in and return it to the group leader. If you have any questions or concerns, please speak to one of the team.

Parents/Carers/Members

I agree to [please tick]:

- ☐ My/the members' photograph being used within the All Stars for display purposes.
- ☐ My/the members' photograph being used within other printed publications.
- ☐ My/the members' photograph being used on the All Stars' website.
- ☐ My/the member being videoed for use on All Stars' website.
- ☐ My/the members' photograph being used on All Stars' social media pages
- ☐ My/the member being videoed for use on All Stars' social media pages.



I understand [please tick]:

- ☐ The potential risks associated with the use and distribution of these images.
- ☐ How these images or videos will be stored within the organisation and how long for.
- ☐ That if I withdraw consent for my image/the members' image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed.
- ☐ That at many events, All Stars and others will reasonably wish to take wide-angle, general photographs during or at specific points in the event.
- ☐ That I must gain permission before sharing photographs/videos of other people's children/other members on social media.
- ☐ That if I share images of myself/my child/members with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images.

Member Print Name		Sign Name		Date	
Parent Print Name		Sign Name		Date	