

TAKING IMAGES OF CHILDREN

By following these guidelines, we aim to ensure the safety and privacy of the children involved in our organisation while also respecting the rights of their parents or guardians regarding the use of their images.

1. Purpose:

This policy outlines the guidelines and procedures for the use of photographs and videos of children involved in our organization.

2. Scope:

This policy applies to all staff, volunteers, and contractors involved in activities where photographs or videos of children may be taken.

3. Guidelines:

3.1 Prior Approval:

Obtain prior approval from the respective parent or guardian for any photographs or video footage of the child.

3.2 Context:

Ensure that the context of the photo or video is directly related to the child's participation in cheer or dance.

3.3 Appropriate Presentation:

Ensure the child is appropriately dressed and posed for the photo or video.

3.4 Supervised Environment:

Take the image or video in the presence of other Evolve staff.

3.5 What we will Do

- ♥ Ensure that any photos or videos taken of children are directly related to their participation in cheer or dance and are only used for official purposes.
- ♥ Obtain permission from the child's parent/guardian before taking any photos or videos.
- ♥ Store images (digital or hard copy) securely to prevent unauthorised access.
- ♥ Delete or destroy images (digital or hard copy) as soon as they are no longer required.
- ♥ Report any suspicious behavior regarding photography or video capture.
- ♥ When publishing a photo we will take care not to provide identifying information

3.6 What we wont do

- ♥ Take photos or videos of children for personal use.
- ♥ Distribute or publish photos or videos for official purposes (website, social media) without permission from the child's parent/guardian.
- ♥ Forward, share, or send any photos or videos of a child to another person .

4. Responsibilities:

4.1 Staff, volunteers, and contractors are responsible for obtaining permission from the parent or guardian before capturing any images or videos of children.

4.2 Images or videos must be stored securely to prevent unauthorized access.

4.3 Images or videos should be deleted or destroyed when they are no longer needed for official purposes.

5. Complaints Process

5.1 If you believe a person is taking images or video inappropriately on site, then please approach a staff member immediately. Evolve's staff member will then assess the situation and may request the person to stop taking images. If the person refuses, the police may be called to escort them off the property.

5.2 If an image or video of your child has been posted online without your permission and you wish it to be removed, then in the first instance you should ask the person who posted the photo or video to remove it. If the person refuses or you don't know who posted it, you should contact or report your concern directly to the social media site.

5.3 Please note that it is best to raise any concerns regarding taking images of children whilst you are at Evolve immediately with staff so that the matter can be followed up and dealt with promptly.