

## Guidance - Photographing and filming

Many Cadet activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should leaders be expected or allowed to use their personal equipment to take images of cadets at or on behalf of the VPC.

All settings should have arrangements with regard to the taking and use of images, which is linked to their safeguarding and child protection policy. This should cover the wide range of devices which can be used for taking/recording images e.g. cameras, mobile-phones, smart phones, tablets, webcams etc. and arrangements for the use of these by both staff, parents and visitors.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

Cadets who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc. Cadet Leaders should remain sensitive to any cadet who appears uncomfortable and should recognise the potential for misinterpretation.

Making and using images of cadets will require the age-appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the cadet, (or, as a minimum, use first names rather than surnames)
- if the cadet is named, avoid using their image
- settings should establish whether the image will be retained for further use, where and for how long
- images should be securely stored and used only by those authorised to do so.
- Videos should not be used even if requested by children's social care without consent and authority to do so from your safeguarding lead/Force Co-ordinator
- make audio recordings of a child's disclosure
- take images of children which could be considered as indecent or sexual

This means that cadet leaders should:

- adhere to their Force and unit policy
- only publish images of cadets where they and their parent/carer have given explicit written consent to do so
- only take images where the cadet is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place on Force IT

- ensure that your Force Co-ordinator is aware that the photography/image equipment is being used and for what purpose
- be able to justify images of cadets in their possession
- avoid making images in one-to-one situations

This means that adults should not:

- take images of cadets for their personal use
- display or distribute images of cadets unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- take images of cadets using personal equipment
- take images of cadets in a state of undress or semi-undress
- take images of a cadet's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care
- make audio recordings of a cadet's disclosure
- take images of cadets which could be considered as indecent or sexual

Some children, parents or carers may not be comfortable with images of themselves, or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

It's important that all leaders are aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced if organisations are aware of the potential dangers and put appropriate measures in place.

You should also consider the data protection implications of making, using and storing images of children and young people for your organisation's use.

This should be included in any risk assessment, what plans are in place for taking photographs, who does not wish their photograph to be used and what action will be taken. It is also important that leaders consider the possibility of members of the public taking photographs of cadets in uniform at community events and parades and ensuring that the young person and their family can make an informed choice about whether they wish to take part.