Let's Do More CIO Charity Number: 1211554

Photography and Filming Policy

Note: This policy applies to:

- All children and young people involved with LDM - any person under the age of 18.
- All parents and carers with responsibility for a child involved with LDM
- All staff and volunteers involved with LDM
- All members of the public in attendance at an LDM event

Our statement

Our commitment to keeping children and young people safe whilst in our care is our highest priority. Photos and videos celebrate achievements and are a great way to promote our organisation but must be created and used responsibly and with respect for the privacy and safety of our participants.

Our policy

Our policy outlines how LDM will put guidance and safeguards in place for the appropriate use of photography and filming of our participants, and our expectations for all participants, coaches, staff, volunteers, parents, carers and spectators.

It is to be used alongside the LDM Safeguarding Policies, and Behaviour Codes.

What we'll do

As part of our photography and filming policy we will take, store and process images and videos in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will also:

- ✓ promote and prioritise the safe use and storage of images and videos
- ✓ value, listen to and respect all children, parents, carers, staff, volunteers and spectators
- ✓ ensure robust photography and filming procedures are in place
- ✓ adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- ✓ gain written consent from children and parents or carers before taking or sharing any photos or videos – participants, parents and carers can withdraw their consent at any time
- ✓ make sure images and videos are used in accordance with the consent provided,
- ✓ outline the use and storage of any images and videos taken when consent is requested
- ✓ put measures in place if a child, parent or carer does not wish to give consent to be photographed or filmed, and ensure other people present are aware and abide by these safeguarding measures too
- ✓ use images and videos for the purpose of training, promoting and celebrating our organisation
- ✓ store images securely and limit access to authorised individuals only
- ✓ allow authorised staff who have received appropriate training to take photos and videos
- ✓ monitor and manage the use of images to prevent misuse

- ✓ encourage participants, parents, carers and spectators to report any concerns about inappropriate use of images or videos to a member of staff or lead safeguarding officer, in line with our safeguarding procedures
- ✓ act immediately to address any reported concerns or worries
- ✓ provide training to staff and volunteers on the policy and its importance
- ✓ only use external agencies who abide by our organisations photography and filming policies
- ✓ adhere to our online safety policy when sharing any images or videos online

What we won't do

As part of our photography and filming policy we will not:

- ✓ take, use, or share photos or videos that could be considered inappropriate or abusive
- ✓ include full names and addresses alongside images of children and young people
- ✓ use images or videos that could make a child easily identifiable

Monitoring

This policy will be reviewed every three years, or in the following circumstances:

- ✓ changes in legislation or government guidance
- ✓ guidance as required by Leeds City Council Safeguarding Board, Basketball England or any other regulatory board or funders.
- ✓ as a result of any other significant change, event or case reviews

This policy was last reviewed on 24/7/26

Signed ……

Loran Lewis

CEO Let's Do More CIO

Charity Number: 1211554

Contact details

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In a safeguarding emergency,
where a child is at immediate risk of harm, call 999.

You can contact the NSPCC Helpline by calling 0808 800 5000, emailing help@NSPCC.org.uk or completing our report abuse online form.

Any child can call Childline on 0800 1111 or chat to them online.