Photography and sharing images guidance

As part of Triple A's commitment to safeguarding children, the following guidelines will be followed:

- Triple A must have parental/carer consent to use a child's image if it is to be used in a public domain, e.g. social media
- Explain fully what the images will be used for and how they will be stored
- Only use first names, never publish personal information
- Every child under care proceedings will be protected to ensure that their image is not placed in the public domain
- The image should focus on the activity, not the child

When children themselves, parents/carers or anyone else is taking photographs or filming at Triple A events, we will publish guidance about image sharing which includes

- Reminding people about consent
- Recommending privacy settings be used on social media
- Reminding children, parents/carers who they can talk to if they have any concerns about images being shared

If consent is not given for photographs to be taken, we will respect that person's wishes. We will never exclude a child from an activity because we do not have consent to take their photographs.

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 be stored for no longer than 5 years.

We will never store images of children on unencrypted portable equipment such as mobile phones and memory sticks.

Triple A does not permit staff/volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Triple A can be used.