

BEE ACTIVE

Photography and Filming Policy

Bee Active works with children and families as part of its activities.

Bee Active's innovative approach to physical education and Ofsted registered school holiday sports clubs, has led the company to extend its services into some exciting new areas, including birthday parties, community events, junior football, and dance and performing arts.

The purpose of this policy statement is to:

- Protect children and young people who take part in Bee Active's services, events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide Bee Active's approach to photographs/ videos being taken of children and young people during events and activities.
- To ensure that Bee Active operates in line with the company's core values and within the law when creating, using and sharing images of children and young people.
- Reassure all who use Bee Active services that Bee Active takes their responsibility for child safeguarding very seriously.

Scope

This policy applies to all employees of Bee Active. The policy also applies to contractors, agency workers, volunteers and those on apprenticeships and student/work experience placements, working on behalf of Bee Active.

'Bee Active', 'Bee Active TV', and 'Show Stoppers' are trading names of Learn And Move Limited, Registered in England & Wales. No. 08406453.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available here:

- [Data protection legislation and guidance](#)
- [DofE data protection toolkit](#)

Bee Active believe that:

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

Bee Active recognise that:

- Sharing photographs and films of activities can help the company celebrate the successes and achievements of the children and young people they work with, provide a record of activities, raise awareness of our organisation, and add value to the services provided to their customers.
- The welfare of the children and young people taking part in their activities is paramount.
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used.
- 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.

Bee Active will seek to keep children and young people safe by:

- Always asking for 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, but Bee Active will do their utmost to complete the request.
- Excluding the names of children whose images are being used in published material whenever possible (and only using first names if they do need to be identifiable).
- Never publishing personal information about individual children.
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how Bee Active 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.

Bee Active will also develop a procedure for reporting the abuse or misuse of images of children as part of their child protection procedures. Bee Active will ensure everyone involved in the 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 Bee Active events and the images are for personal use, Bee Active will publish guidance about image sharing in the event programmes and/or announce details of this policy before the start of the event.

This includes:

- Reminding parents/spectators to take photos of only their child, or not at all.
- 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 Bee Active's use

Bee Active may take photographs and film activities across all areas of the business.

Before doing so, Bee Active will:

- Gain permission from the relevant authority, school, organisation, venue, and ensure they are aware of how media will be used.
- Ensure consent is gained from parents/carers of subject children, and ensure they are aware of how media will be used.
- Ensure children without consent are not included within any film or photography.

External photographers

If Bee Active hire a photographer for an event, Bee Active will keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour, and children who do not have consent.
- Ensuring the photographer is identifiable as a Bee Active contractor.
- Ensuring the photographer has an up-to-date DBS certificate.
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give consent to images which feature their child being taken and shared.
- Not allowing the photographer to have unsupervised access to children.
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Sharing images

Bee Active may share media via the following mediums:

- Bee Active website, www.beeactive.co.uk
- Bee Active TV website, www.beeactive.tv
- Show Stoppers website, www.show-stoppers.co.uk

- Social Media, platforms including but not limited to:
 - Facebook
 - Instagram
 - Twitter
 - LinkedIn
 - TikTok

Photography and/or filming for wider use

If people such as local journalists, local authority councils, professional photographers (not hired by Bee Active) attend an event and wish to take and share 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.
- Their own consent forms to be used alongside Bee Active consent forms, if available.

Bee Active will verify these details and decide whether to grant permission for photographs/films to be taken. Bee Active 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, Bee Active 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 Bee Active is concerned that someone unknown to them is using their sessions for photography or filming purposes, Bee Active will ask them to desist and leave, and (depending on the nature of the concerns) follow their child protection procedures.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, Bee Active will respect their wishes. Bee Active will agree in advance how they would like to be identified 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.

Bee Active will never exclude a child from an activity because they do not have consent to take their photograph.

Storing images

Bee Active will store photographs and videos of children securely, in accordance with the company's safeguarding policy and data protection law.

Bee Active does not keep hard copies of images.

Bee Active does not store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Where photos are taken on personal devices (by authorised staff only), they are uploaded to Bee Active's secure drive. Once uploaded, they are immediately and permanently deleted from the device.

Bee Active does not permit staff to store photos on personal devices.

Bee Active permits the following staff to use personal equipment to take photos and recordings of children:

Ben Mills - CEO
Bobby Mills - Director
Thomas Armstrong - Social Media & Marketing
Clare Mould - Graphic Designer
Nikki Milford - Office Manager
Tim Sanders - Community Development Manager
Tom France - Community Development Manager
Tom Stewart - Community Development Manager
Adam Keates - Venue Coordinator
Alexandra Whitehead - Venue Coordinator
Connor Russo - Venue Coordinator
Cory Vincent - Venue Coordinator
Jamie Chetwood - Venue Coordinator
Josh Fox - BAFC Lead
Jozsef Albert - Venue Coordinator
Lorenzo Caci - Venue Coordinator
Oliver Monkman - Venue Coordinator
Rebecca Spencer - BAFC Lead
Sam Holford - Venue Coordinator
Sam Minshall - BAFC Lead

This policy statement should be read alongside Bee Active organisational policies and procedures, including:

- Safeguarding Children Policy
- Privacy Policy & GDPR
- Acceptable use of Social Media Policy
- Media Consent Form

Designated Safeguarding Lead

Ben Mills, CEO
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