



TURNING HEADS SATURDAY CLUB

Photography & Social Media Policy

Policy status: Current

Applies to: All children, young people, parents/carers, staff, volunteers and visitors

Club: Turning Heads Saturday Club

Review date: 2nd September 2027

Policy approved by: Colette Palmer

1. Purpose

Turning Heads Saturday Club recognises that photographs and videos can be a positive way of recording activities, celebrating achievements and promoting the work of the club.

However, we recognise that children and young people attending the club are entitled to privacy and protection from inappropriate use of their images.

This policy sets out how photographs and videos will be taken, stored, used and shared safely.

2. Consent

Written consent must be obtained from a parent/carer before any photograph or video of a child or young person is taken for club purposes.

Consent will be obtained through the club's **Photography, Video & Social Media Consent Form**.

Parents/carers will be given clear information about how photographs and videos may be used.

Consent is voluntary and can be withdrawn at any time.

Where consent is withdrawn, the club will take reasonable steps to ensure that the child's images are not used in future publications or social media posts.

3. What photographs and videos may be used for

Where appropriate consent has been provided, photographs and videos may be used for:

- The Turning Heads Saturday Club website
- The club's official social media accounts
- Newsletters and promotional materials
- Displays within the club
- Reports and publicity about club activities
- Funding or grant applications and reports
- Celebrating activities and achievements

Images will only be used for legitimate club purposes.

4. Taking photographs and videos

Only authorised staff or approved representatives of Turning Heads Saturday Club may take photographs or videos of children during club activities.

Staff must:

- Follow this policy at all times.
- Only use authorised club equipment or approved devices where possible.
- Never take inappropriate, embarrassing or compromising photographs.
- Never photograph a child when they are changing clothes or using toilet facilities.
- Never photograph or record children receiving personal care.
- Avoid identifying children by their full name when publishing images.
- Ensure that photographs are appropriate and respectful.
- Follow safeguarding procedures if a photograph or video raises a concern.

Children and young people should never be pressured into having their photograph taken.

5. Personal mobile phones

Staff must not use photographs of children for personal purposes.

Photographs must not be:

- Stored on personal social media accounts.
- Shared with friends or family.
- Sent through personal messaging or social media accounts.
- Used for personal publicity.
- Posted on personal Facebook, Instagram, TikTok or other social media accounts.

Personal devices should not be used to photograph children unless specifically authorised by the club and there is a genuine operational reason.

6. Social media

Turning Heads Saturday Club may operate official social media accounts for communication and publicity.

Only authorised members of staff may publish content on official club social media accounts.

Posts must:

- Be appropriate and professional.
- Respect children's privacy and dignity.
- Only include children whose parent/carer has provided the appropriate consent.
- Avoid unnecessary identifying information.
- Never include a child's home address, telephone number or other private information.
- Never disclose confidential information.
- Never tag children or young people in a way that identifies their personal social media accounts without appropriate consent.

Staff must never communicate privately with children attending the club through personal social media accounts.

7. Group photographs

Where group photographs are taken, staff must check the consent records before the photograph is used publicly.

Children who do not have consent must not be included in photographs intended for publication.

Where necessary, photographs should be arranged so that children without consent are not identifiable.

8. Parents and carers taking photographs

Parents and carers may sometimes wish to take photographs during club activities or events.

The club reserves the right to place reasonable restrictions on photography where necessary to protect children's privacy and safeguarding.

Parents and carers must not:

- Photograph or record another child without permission.
- Upload photographs containing other children to social media without appropriate consent.
- Share images of other children outside the immediate family without permission.

The club may ask parents/carers to stop taking photographs where there is a safeguarding or privacy concern.

9. Visitors and external organisations

Visitors, photographers, contractors and representatives of external organisations must obtain permission from the club before photographing or recording children.

The club will confirm that appropriate consent has been obtained before allowing images to be taken or used.

External organisations must not be given unrestricted access to photographs of children.

10. Storage and security

Photographs and videos must be stored securely and accessed only by authorised people.

Images should not be retained for longer than necessary.

Where photographs are stored electronically, reasonable security measures must be used to prevent unauthorised access, copying or sharing.

Any loss, unauthorised disclosure or inappropriate sharing of images must be reported immediately to the **Designated Safeguarding Lead (DSL)**.

11. Safeguarding concerns

Photography and video must never be used in a way that places a child or young person at risk.

Any concern regarding:

- inappropriate photography;
- inappropriate use of images;
- unauthorised sharing;
- grooming or concerning online contact;
- a staff member's use of photographs; or
- a child's image being used without consent

must be reported to the **Designated Safeguarding Lead** immediately.

The club's Safeguarding and Child Protection procedures will be followed where appropriate.

12. Children and young people's rights

Turning Heads Saturday Club will respect the wishes of children and young people regarding photographs and videos.

Where a child or young person does not wish to be photographed, staff will respect this wherever reasonably possible, regardless of whether parental consent has been provided.

13. Withdrawal of consent

Parents/carers can withdraw consent at any time by contacting Turning Heads Saturday Club.

Withdrawal of consent will not affect the child's ability to attend or participate in club activities.

The club will make reasonable efforts to prevent future use of the child's image.

It may not always be possible to remove an image that has already been printed or distributed, but the club will not knowingly use the image again once consent has been withdrawn.

14. Breach of this policy

Any member of staff or volunteer who breaches this policy may be subject to disciplinary or safeguarding procedures.

Serious breaches may be reported to the appropriate safeguarding authorities or other relevant agencies.

15. Related documents

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Data Protection & Privacy Policy

- Photography, Video & Social Media Consent Form
- Incident & Safeguarding Concern Form
- Staff Social Media Guidance

Designated Safeguarding Lead: Colette Palmer
Deputy Designated Safeguarding Lead: Kirsty Tyler

Signed: 

Date: 3rd September 2026

Review date: 2nd September 2027