



Photography & Video Policy

The organisation has a Photography & Video Policy that underpins our commitment to ensure that all children are kept safe and that everyone responsible for children within the organisation takes all necessary steps to prevent inappropriate images from being taken; and that innocent images are not used inappropriately. In summary, the organisation will take all steps necessary to:

- Avoid using children's names (first name or surname) in photograph captions. Therefore, we will avoid using a photograph if a child is named; or avoid naming the child if a photograph is used.
- Use parental permission photography & video consent form prior to a child being photographed or videoed.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. We acknowledge that some activities.
- Address the use of images of children on the organisation's website. We acknowledge that images accompanied by personal information e.g. this is X who likes football - could be used by an individual to learn more about a child prior to grooming them for abuse.
- Provide written expectations of professional photographers or press who are invited to an event, making clear our expectations of them in relation to child protection.
- Not allow photographers unsupervised access to children.
- Not to approve photography sessions outside of an event or activity, or at a child's home.

This consent form must be completed by the parent, guardian or carer of the child.

- **To ensure compliance with our Photography & Video Policy and to recognise our duty to protect the welfare and safety of all children, the organisation will not permit photographs, videos or other images of children and young people to be taken without the consent of a parent, guardian or carer and children.**
- **The organisation, staff and volunteers - as well as any external media engaged by the organisation - will follow the Photography & Video Policy. A full copy of this Policy is available from our Designated Safeguarding Officer.**
- **The organisation will take all steps to ensure that when consent to taking images is given that those images are used solely for the purposes intended. Should any parent, guardian, carer or child become aware that these images are being used inappropriately they should inform our Designated Safeguarding Officer immediately.**



FOUNDATION

www.cardiffcityfcfoundation.org.uk

I, the parent, guardian or carer of:

Child's Name:

Give consent to the organisation photographing or videoing my child.

Signature:

Print Name:

Date:

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