

## Photography Policy

This policy is to be read in conjunction with the Safeguarding Policy.

Its aims are:

- To keep the children safe in a secure environment.
- To establish good practice.
- To ensure that no personal information is attached to a photograph of a child.
- To ensure that no child, with Safeguarding concerns, is photographed.
- To ensure that no child may be photographed unless the Club has received Parental Consent.

### Parental Consent

- There will be no publication of a child's photograph unless Parental Consent has been given.
- Parents have the right to refuse consent.
- Parents must be made aware that photographs might appear on the Club's and Overton Pictures website and should indicate their willingness for this to happen.
- The Membership form will indicate:
  - The names of children who **may** be photographed.
  - The names of children who may **not** be photographed.
- A list will be held at the desk, so all children who may **not** be photographed, will be easily available.

### Official Photographer

- Parents may request individual/group photographs of their children as long as they have given Parental Consent.
- Will ensure that all those featured are appropriately dressed.
- It is the Parents/Guardians responsibility to make the Photographer aware of any child **not** to be photographed.

*This policy should be made available on request.*

Date: September 2019

Review Date: March 2025