

## Photography Policy

- We will not use children's names in photograph captions. If a child is named, we will avoid using the photograph.
- We will always gain consent to take photos and use a parental permission form to obtain consent for a child to be photographed and videoed who is under 18.
- We will only use images of children in suitable clothing to reduce the risk of inappropriate use.
- We will never accompany an image with personal information and, if this occurs on a media platform we are able to manage, reserve the right to remove the image.
- We will state written expectations of professional photographers or the press who are invited to an event to make clear the organisation's expectations of them in relation to child protection.
- We will not allow photographers unsupervised access to children.
- We will never undertake photography sessions outside an event as Wolves Play Café
- We will keep images or video recordings of children securely: hard copies of images will be kept in a locked location and electronic images will be in a protected folder with restricted access.
- We will avoid using personal equipment to take photos or videos of children