

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

997 Finchley Road, London, NW11 7HB

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Photography Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Co-ordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

The purpose of this photography policy is to outline guidelines and expectations regarding the use of photos within The Elijah Social Cognitive Skills Centre (ESCSC) ensuring the safety, privacy, and security of all individuals involved.

This policy applies to all students, staff, visitors, and contractors of The Elijah Social Cognitive Skills Centre and covers photography activities on premises, during events, and any off-site activities organised or sponsored by ESCSC.

Guidelines:

1. Consent:

- Photos involving students, staff, or visitors, require explicit consent from the individuals being photographed or their legal parents/carers if they are minors.
- Consent forms should be obtained prior to photographing and kept on file before using any images.

2. Use of Photos:

- Photos should be used solely for educational, promotional, or official ESCSC-related purposes.
- Any use of photography for commercial or personal gain is strictly prohibited without prior authorisation from ESCSC's director.

3. Privacy and Dignity:

- Respect the privacy and dignity of individuals when taking or sharing photos.
- Avoid capturing images that could be considered invasive, embarrassing, or compromising to the subject's privacy.

4. Distribution and Sharing:

- Photographs should only be shared or distributed through official ESCSC approved channels (email, WhatsApp).
- Personal or unauthorized distribution of photos taken on ESCSC premises is prohibited.

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5. Social Media and Online Platforms:

- Exercise caution when posting photos on social media platforms or any online platforms.
- Ensure that appropriate privacy settings are applied and that the identity and privacy of individuals are protected.

6. Equipment:

- Use of personal photography equipment (e.g., cameras, smartphones) on ESCSC premises is prohibited.
- Only ESCSC approved equipment should be used for photo and video recording.
- Any use of drones or aerial photography equipment requires prior authorization from the ESCSC's director and adherence to relevant laws and regulations.

7. Reporting Concerns:

- Any concerns regarding the inappropriate use of photography or violation of this policy should be reported to ESCSC's director, Nivin Jaber, immediately.

8. Enforcement:

- Violation of this photography policy may result in disciplinary action, which could include warnings, restrictions on photography privileges, or other appropriate measures deemed necessary by ESCSC management team.

Photography and/or filming for ESCSC use

ESCSC will occasionally use photos/videos to aid in activities that we do in the child's intervention programme to share these with their parents/carers and schools/nursery. The purpose of this is to teach the way in which activities should be carried out in the same way to ensure consistency in all settings.

- These photos/videos will be shared in encrypted chat/email and will aim to minimise the view of the child's face.
- Prior consent for these recordings will be obtained from parents/carers.
- These photos/videos will not be used in any other way.

Photography and/or filming during ESCSC events

When children themselves, parents/carer or spectators are taking photographs or filming at ESCSC events, the images should *only* be for personal use. We will publish guidance about image sharing in the event programmes and/or announce details of ESCSC's Photography Policy before the start of the event. This includes:

- Reminding parents/carers and children that they need to give consent for ESCSC to take and use images of children.
- Asking for photos taken during the event *not* to be shared on social media, especially if they have other children, parents/carers in view.
- Reminding children, parents/carers who they can talk to if they have any concerns about images being shared.



ESCSC hired photographer during events

ESCSC may occasionally hire a photographer for an event. The following principles will be followed to ensure the safety of children:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Record of the name of the photographer to be present at the event
- Ask for photographic identification when they arrive at the event
- Ensuring the photographer wears an identification badge at all times
- Informing children, parents/carers and all guests that a photographer will be present and ensuring they give written consent to images which may feature them and/or their children to be taken
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following **ESCSC's Safeguarding Policy**

Photography and/or filming for wider use

If people, such as local journalists, professional photographers (not hired by ESCSC) wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance by contacting ESCSC. They should provide:

- The name and address of the person to attend and use the camera.
- The aim for taking the images and/or what the images will be used for
- How the images will be stored and for how long these will be kept
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given

ESCSC will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children's parents/carers who may be present in this photograph and inform the photographer of anyone who does not give consent.

At the event, the photographer will be asked to bring in a form of photographic identification to ensure that the right person is attending. ESCSC will also inform children, parents/carers that an external photographer is present and ensure they are easily identifiable by wearing an identification badge.

In the occasion that ESCSC may be concerned that someone unknown is using their sessions for photography or filming purposes, we will ask them to provide a photo identification document for themselves, delete the taken photos in front of the ESCSC management team and report the concern to the police.

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Storing Photographs and Videos

ESCSC will store photographs and videos of children securely, in accordance with ESCSC's Safeguarding Policy and Data Protection Policy.

Any hard copies of images will be kept in a locked drawer and electronic images in a password-protected folder with restricted access. Images will be stored for 3 years.

We will never store images of children on unencrypted portable equipment such as laptops and memory sticks.

Photography Coordinator

The nominated ESCSC Photography Coordinator is Harry May.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance.

Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.