



St Michael's CE Primary School
Brigadier Hill
Enfield
EN2 0NB

Honbu Dojo: Lancaster Rd
Community of Christ Church Hall
49 Lancaster Rd
Enfield
EN2 0BS

Photography and filming policy

The purpose and scope of this policy statement

Seishin-Ryu, Enfield Karate Club works with children and families as part of its activities. These include:

- To introduce and firmly establish karate-do as a structured and modern interpretation of the Japanese/Okinawan/Fujian martial arts
- To continue studying, preserving and transmitting the correct history and original teachings of karate-do through its history, culture and techniques
- To promote public awareness and interest in karate-do and to encourage participation by all members of the community
- To honour and preserve this important tradition and its pioneers.
- To help and assist those who need our support without reservation.
- To teach the original teachings of kata through the Habitual Acts of Violence theory.
- To promote peace, health and harmony through the practice of karate-do
- To encourage friendly association with like minded groups and individuals

The purpose of this policy statement is to:

- Protect children and young people who take part in Seishin-Ryu, Enfield Karate Club's services, events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with Seishin-Ryu, Enfield Karate Club.

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents/carers and children that they need to give consent for
- Seishin-Ryu, Enfield Karate Club to take and use images of children
- Asking for photos taken during the event not to be shared on social media or asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them [delete as appropriate]
- Recommending that people check the privacy settings of their social media
- Account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Seishin-Ryu, Enfield Karate Club's use

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- 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 our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Seishin-Ryu, Enfield Karate Club) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Seishin-Ryu, Enfield Karate Club will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a colored identification badge.

If Seishin-Ryu, Enfield Karate Club is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of (number of months/years).

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

Seishin-Ryu, Enfield Karate Club does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Seishin-Ryu, Enfield Karate Club should be used.

[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information commissioner's office website at ico.org.uk]

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

[More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection]

Contact details

Photography and images co-ordinator

Name:

Phone:

email:

Senior lead for safe safeguarding and child protection

Name:

Phone:

email:

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on:(date)

Signed:

Instructor:

Date:

Kyoshi Paul Shephard 7th Dan
Chief Instructor Seishin-Ryu Karate Association
Seishin-Ryu Karate Association



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