



PHOTOGRAPHY POLICY AND PROCEDURE

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The Country Trust is a registered charity no. 1122103 and is a company limited by guarantee registered in England no. 6436266 Registered address and head office: Moulsham Mill, Parkway, Chelmsford, Essex CM2 7PX

President: The Duke of Westminster

INTRODUCTION

The Country Trust works with children and families as part of its activities. These include: Farm Discovery, Food Discovery, Farm In a Box programmes and Residential trips. The purpose of this policy statement is to:

- protect children and young people who take part in The Country Trust's services, events and activities, specifically those where photographs, videos and other media may be taken or where live streaming may take place.
- set out the overarching principles that guide our approach to photographs/videos/other media 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 The Country Trust.

We recognise that:

- sharing photographs, films and other media of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation.
- the welfare of the children and young people taking part in our activities is paramount.
- children, their parents, and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images.
- there are potential risks associated with sharing images of children online.

This Policy applies to all photographs taken of children on film, digital camera, mobile phones, tablets or any other handheld devices and any sort of moving pictures including video recordings and video streaming. The terms "child" or "children" include anyone under the age of 18 years. Whilst the great majority of images taken of children are appropriate and are taken in good faith, it is a fact that images can be misused, and children can be put at risk if common-sense procedures are not observed. To set out such procedures, this Policy has been prepared by the Country Trust. We are particularly concerned about the following potential impacts upon child welfare:

- a. The use, adaptation, or copying of inappropriate images, digitally, on the internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- c. The identification and locating of children where there are safeguarding concerns. Such cases would include, for example, children who could be compromised by an image because:
 - They are in the care of the local authority.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

This Policy should be read in conjunction with The Country Trust's E-Safety and Safeguarding policies, particularly in relation to live streaming involving children in their home environment.

THE ROLE OF THE SCHOOL/GROUP

Photography/videography/filmmaking and other media at Country Trust activities is subject to our Photo Permission form (Appendix 1). It is the responsibility of our participating schools/groups to collate parental (including guardians) consent for any photos/videos/films to be taken and to identify those children who cannot be photographed/videoed/filmed.

In any approved use of images, The Country Trust will never name individual children, but may name the school/group featured in the photographs. The Country Trust will never use images which show children inappropriately dressed, even inadvertently, or when they are distressed.

Where permission to take photographs/video/film/other media has been gained from the school/group, our preference is for Country Trust staff to use one of the school's/group's devices. Where this isn't possible or practical, permission will be obtained from the school/group, either in advance or from the lead teacher/group leader on the day for the staff member/volunteer to use their own device, and the following procedure will apply.

Procedure for Country Trust representatives using their own device: -

- The usual permissions form applies.
- Disposable cameras should not be used.
- Take a photo of the permission form at the start of your sequence of images or video/film.
- Before you start to photograph/video/film draw attention to what you are intending to do and ask someone from the school/group to observe you
- Make it clear that you will only take photos/video/film when you are being supervised by someone from the school/group.
- Show someone from the school/group the video/film or photos you have taken.
- Cameras, phones and other devices should never be used in changing rooms or toilets.
- If you are going to the toilet, use a different toilet than that being used by the children, and ask someone from the school/group to look after your device whilst you are in there.
- Put your device away when you are not photographing/videoing/filming.

When you've taken the photo/video/film:-

- Images should be checked with school/group staff to determine whether photographs/video/film have been taken which inadvertently include pupils/children for whom consent has not been given. If this is the case, images should be destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed.
- Send the photos/video/film to the appropriate Country Trust staff member with responsibility for communications, with the permission form. Once they have been safely received, delete them from your device.
- Staff members will be asked to agree to a review by Senior Management of images stored on their devices, if requested.

Photographs taken at Country Trust activities **must** only be stored on our SharePoint site, not on personal computers, laptops, memory sticks, mobile phones or other devices.

Procedure for non-Country Trust attendees taking photographs at CT events, for example guests, potential volunteers, farm staff or family, etc:

- The issue of taking photographs/video/film /other media should be raised with non-Country Trust attendees before the start of every visit as **part of safeguarding and health and safety briefings**. If we have not had permission from the school/group, then everyone should be made aware that no photographs or other media are to be taken.
- If there are guests, potential volunteers, farm staff or family, etc at the visit who would like to take photos or other media, they must be clear on why they want to do this and how they might use them and get permission from the school/group (via the lead teacher/group leader) before taking any photos or other media. It will be down to the teacher/group leader to decide whether they want to record this in writing or not. If permission is granted then our advice to them would still be to concentrate on back of head shots, hands/feet etc in order to minimise any possibility of error.
- If guests, potential volunteers, farm staff or family, etc go ahead and take photos or other media without permission from the school/group then the CT coordinator should immediately inform the class teacher/group leader to find out whether they are happy to authorise this.
- If the class teacher/group leader doesn't give their consent, then the CT Coordinator must ask for the photos to be deleted.
- If it is particularly important that photos of a particular child/children don't get into the public domain, the CT coordinator and class teacher/group leader should explain the situation to the person who took the photo(s) and ask them to demonstrate that they have deleted the photo(s).
- It is helpful if everyone at the CT event understands why this is such an important and sensitive issue rather than thinking that they are personally under suspicion or considered a threat to child safety.

Country Trust Commissioned Photography/Filming/Video

If the Country Trust commissions a photographer/filmmaker/videographer, we will seek to keep children and young people safe by:

- providing the school/group with a clear brief of the filming/photography.
- obtaining schools'/groups' permission for this commissioned work to take place.
- ensuring that the school/group has informed parents, guardians, carers and children that a photographer/filmmaker/videographer will be present.
- ensuring that the school/group has obtained parental consent for any photos/film/videos to be taken and to identify those children who cannot be photographed/filmed/videoed.
- providing the photographer/filmmaker/videographer with a clear brief about appropriate content and behaviour.
- ensuring the photographer/filmmaker/videographer wears identification at all times.
- not allowing the photographer/filmmaker/videographer to have unsupervised access to children.
- not allowing the photographer/filmmaker/videographer to carry out sessions outside agreed activities or at a child's home.
- ensuring that the photographer is clear that consent has not been given to them to share into the wider world. Permission would have to be sought in writing from the school/group and The Country Trust.

- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.
- Schools/groups will be asked to review content and to agree to the final edit.
- The Country Trust management will review final content. The photographer/videographer/filmmaker will be asked to agree to a review by Senior Management of images stored on their devices, if requested.
- images stored on the photographers/filmmaker/videographer own devices must be done in a secure manner (encryption, password protected) in line with data protection regulations.
- once work has been completed and agreed by the school/group and the Country Trust and transferred to The Country Trust all images/films/videos should be deleted from the photographer/filmmakers/videographer's devices. Unless otherwise agreed in writing.

Photographic Permission Farm In a Box - Farmer Hosts

This Policy also extends to photographs/digital images and videos taken of Farmer hosts during Farm in Box activities on film, digital camera, mobile phones, tablets and any other handheld devices and any sort of moving pictures including video recordings and video streaming and other media. The Country Trust will always seek permission from the Farmer Host to use their name/farm name and to take photographs/videos for use within schools/other organisations as part of Farm In a Box and other future publicity (See Appendix 2)

POLICY DATE

This policy was agreed and disseminated on 25th March 2021 and will be reviewed every 3 years or when there are substantial organisational changes.

Signed on behalf of the Trustees of The Country Trust

Steve Bell
Chair of the Trustees

Dated: 25th March 2021

Date policy approved	25 th March 2021
TCT Version	V2.5
Review date:	25 th March 2023

Photo Permission Form **Schools/Organisations**

The Country Trust would like your permission to use your school/group name and/or photographs for future publicity.

Country Trust staff and official photographers may take film and photographs during your Farm Visit, Food Discovery project or Residential event.

Film and photographs and other media may be used in the following ways:

1. Publicity, enabling The Country Trust to encourage more schools/groups and teachers/group leaders to become involved in taking the classroom/groups to the countryside.
2. As evidence for our funders that we have delivered the project.
3. Photographs may be sent to the press, accompanying news stories. Such press may be external, local, national and specialist publications as well as Country Trust, or Country Trust partner publications for internal and external use.
4. Film, photos and other media may be used in The Country Trust's website, social media sites, associated websites and social media sites, such as those of our partners/funders. They may also be used on our YouTube channel.
5. Photos may be included in The Country Trust Newsletter which is circulated to schools/groups, host-farms and supporters, to document The Country Trust's activities and events.
6. Photos may be included in promotional materials: these include official leaflets, banners, pop-ups and posters. Some may be used by Country Trust sponsors for similar publicity materials.

Occasionally television companies request permission to film children taking part in Farm Visits, Food Discovery projects or Residential events. Radio stations also occasionally request permission to interview children. Country Trust staff will contact schools/groups individually to seek permission for children to take part in television and radio programmes.

We will never name individual children but may name the school/group featured in the photographs. We expect schools/groups actively to identify any children for whom parental (including guardians) consent has not been obtained in relation to the matters outlined above.

NB: The Country Trust cannot, however, be held responsible for images posted by other users.

Consent

I hereby consent to photos of children from

School/ Group	
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to be taken during a Country Trust activity and to be used in the above (1-6) contexts.

Save as set out below, I confirm that I have received parental (including guardians) consent in respect of all children in respect of the same, including as may be required under GDPR.

I understand that the school/group will receive a specific request for filmed images of children to be broadcast on television, and that the school/group will be informed if interviews with children are to be broadcast on radio.

I confirm that I will identify any children for whom parental consent has not been obtained in respect of the matters outlined above.

Signature	
Date:	
Teacher Name/ Group Leader Name	
Teacher Email/ Group Leader Email	
Name of Class/ Group	
Local Authority	

Many thanks
The Country Trust

Photo Permission Form – Farm in a Box

Farmer Hosts

The Country Trust would like your permission to use your name/farm name and to take photographs/videos for use within schools/other organisations as part of Farm in a Box, and for future publicity.

Film, photographs and **other media** may be used in the following ways:

1. In schools and other organisations, as part of the delivery of a Farm in Box or Residential in a Box programme.
2. As evidence for our funders that we have delivered the project.
3. Publicity, enabling The Country Trust to encourage more schools and teachers to become involved.
4. Photographs may be sent to the press, accompanying news stories. Such press may be external, local, national and specialist publications as well as Country Trust, or Country Trust partner publications for internal and external use.
5. Film, photographs and **other media** may be used on The Country Trust's website, social media sites, associated websites and social media sites, such as those of our partners/funders. They may also be used on our YouTube channel.
6. Photographs may be included in The Country Trust newsletter which is circulated to schools, host-farms and supporters, to document The Country Trust's activities and events.
7. Photographs may be included in promotional materials: these include official leaflets, banners, pop-ups and posters. Some may be used by Country Trust sponsors for similar publicity materials.

Occasionally television companies request permission to film children **and hosts** taking part in Farm Visits, Farm in a Box, Food Discovery projects or Residential events. Radio stations also occasionally request permission to interview children **and hosts**. Country Trust staff will contact schools and hosts individually to seek permission to take part in television and radio programmes.

NB: The Country Trust cannot, however, be held responsible for images posted by other users

Consent

I hereby consent to photographs and films being taken by The Country Trust to be used in the context of points 1-2

I hereby consent to photographs and films being taken by The Country Trust to be used in the context of points 1-6

I understand that all material will be held securely by The Country Trust and as required under GDPR.

I understand that I will receive a specific request for filmed images of myself and the farm to be broadcast on television or radio.

Host Name		Date	
Signature			
Address			

Many thanks,
The Country Trust