



Photography and Video Policy

March 2026

Last review completed by:

Board of Trustees

Date of last review:

March 2026

Next review due:

March 2027

Document owner:

J Holmes

Distribution list:

Board of Trustees

1. Purpose

Both Sides Foundation recognises that photographs and video recordings can be valuable for celebrating our work, promoting activities, and sharing impact. At the same time, we are committed to respecting privacy, dignity and personal boundaries, particularly when working with children and young people.

This policy explains how photographs and videos are captured, used and stored, and how consent is obtained.

2. Scope

This policy applies to all individuals working with or on behalf of Both Sides Foundation, including trustees, staff, volunteers, practitioners, facilitators, contractors and delivery partners.

It applies to all activities delivered by the Foundation, including retreats, workshops, outreach activities, events and online engagement.

3. Key Principles

When taking or using photographs or videos, Both Sides Foundation will:

- Act respectfully and transparently
- Obtain appropriate consent before capturing or using images
- Avoid intrusion into personal or emotionally sensitive moments
- Take particular care where safeguarding, wellbeing or vulnerability may be a consideration
- Use images only for agreed and appropriate purposes

Participation in photography or video recording is always optional.

4. Consent

Photographs or videos of identifiable individuals will only be taken and used where appropriate consent has been obtained.

Consent may be:

- Written (for example, via registration or consent forms)
- Verbal (for informal or low-risk situations involving adults only, where appropriate)

Individuals will be informed:

- Why images are being taken
- How they may be used (e.g. website, social media, reports, promotional materials)
- That consent can be withdrawn at any time

Consent will be recorded where practicable.

5. Children, Young People and Safeguarding

Both Sides Foundation works with children and young people aged 15–19. Where images involve anyone under the age of 18:

- Written consent must be obtained from a parent or legal guardian
- The young person's own views and comfort must also be respected
- Images will only be taken and used in line with the Foundation's Safeguarding Policy

Images that could compromise dignity, safety or privacy will not be taken or used.

Photography or filming will not take place in situations where it may place someone at risk, cause distress, or interfere with safeguarding responsibilities.

6. Use of Images

Images may be used for purposes such as:

- The Foundation's website and social media channels
- Reports to funders or stakeholders
- Promotional or awareness-raising materials

Images will not be used in a way that is misleading, intrusive or could reasonably cause distress or harm.

Images will not be shared with third parties for their own use without additional consent.

7. Storage and Retention

Photographs and videos are treated as personal data and stored securely in line with the Foundation's Data Protection Policy.

Images will be:

- Stored securely with restricted access
- Kept only for as long as necessary for their intended purpose
- Deleted or anonymised when no longer required or when consent is withdrawn

8. Withdrawal of Consent

Individuals, or parents/guardians on behalf of children, have the right to withdraw consent for the use of photographs or videos at any time.

Requests should be made to: info@bothsidesfoundation.org

Where possible, images will be removed from future use. It may not always be possible to remove images already published in printed materials or historical records, but no further use will be made.

9. Responsibilities

All individuals working with or on behalf of Both Sides Foundation are responsible for:

- Following this policy
- Respecting personal boundaries
- Not taking or sharing images informally on personal devices or social media

Any concerns about photography or video use should be raised with a senior representative of the Foundation.

10. Related Policies

This policy should be read alongside:

- Safeguarding Policy
- Safeguarding Procedure
- Confidentiality Policy
- Data Protection Policy
- Privacy Notice
- Code of Conduct

Where there is a conflict, safeguarding and privacy considerations take precedence.

11. Review

This policy is reviewed annually by the Board of Trustees, or sooner if required due to changes in law or organisational practice.

Signed

Signed

Neil Bolding
Position: Chair of Trustees
Date: March 2026

James Holmes
Position: Trustee and Governance Lead
Date: March 2026