



Taking of Photographs and Videos Procedure

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

Taking of Photographs and Videos Procedure

1. Purpose

This procedure explains how photographs and videos are taken and managed in practice during activities delivered by Both Sides Foundation. It supports the Photography and Video Policy and ensures images are captured and used respectfully, lawfully and appropriately, particularly when working with children and young people.

2. Scope

This procedure 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, including retreats, workshops, outreach activities, events and online engagement.

3. Before Taking Photographs or Videos

Before any photographs or videos are taken:

- The purpose of taking images must be clear (e.g. promotion, reporting, awareness-raising)
- Consent arrangements must be confirmed in advance
- Participants must be informed that photography or filming may take place
- Individuals must be given a clear opportunity to opt out

Photography or filming must not take place in situations that are private, emotionally sensitive, or where it may cause distress or compromise safeguarding.

4. Obtaining and Respecting Consent

- Only authorised individuals may take photographs or videos on behalf of the Foundation
- Consent must be obtained before capturing images of identifiable individuals
- Individuals who do not wish to be photographed or filmed must be respected at all times
- Any indication that someone is uncomfortable must result in photography stopping immediately

Consent may be withdrawn at any time and must be honoured without question.

5. Children, Young People and Safeguarding

Both Sides Foundation works with children and young people aged 15–21. Where photography or filming involves anyone under the age of 18:

- Written consent must be obtained from a parent or legal guardian

- The young person's own wishes and comfort must also be respected
- Images must only be taken and used in line with the Photography and Video Policy and Safeguarding Policy

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

The Safeguarding Procedure must be followed immediately where any concern arises.

6. Use and Handling of Images

- Images may only be used for agreed purposes in line with the Photography and Video Policy
- Images must not be shared informally or stored on personal devices
- Images must not be posted on personal social media accounts
- Images must be stored securely and accessed only by authorised individuals

7. If Consent Is Withdrawn

If consent is withdrawn by an individual, or by a parent or guardian on behalf of a child:

- No further images of that individual will be taken
- Where reasonably possible, images will be removed from future use
- The request must be reported to a senior representative of the Foundation

8. Recording and Review

Any issues or concerns relating to photography or video use should be recorded and reviewed. Learning from concerns helps ensure respectful, safe and appropriate practice.

9. Related Policies

This procedure should be read alongside:

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