

The purpose of this policy statement

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

Risk factors

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.
- Developing a photography policy
- Schools, clubs and organisations should develop a photography policy to use for images of children and young people that are going to be used in publications, websites and social networking sites. The policy can also be used to help children, parents, staff and volunteers understand how photographs can be shared safely.

Seeking consent for children and young people

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is being taken and understand what the picture is going to be used for. This could be recorded on a child's permission form.

For young people under 18 get parental consent to use an image. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

Enso Martial Arts will:

- use a parental permission form to obtain consent for a child to be photographed and videoed.
- obtain the child's permission to use their image.
- not use children's names in photograph captions. If a child is named, we will avoid using the photograph unless we have prior parental consent.
- only use images of children in suitable clothing to reduce the risk of inappropriate use.
- state written expectations of professional photographers or the press who are invited to an event to comply with child protection.
- not allow photographers unsupervised access to children.
- store securely any images or videos that we have of children. Any hard copies of images will be kept in a locked container and electronic images will be in an encrypted file with restricted access.
- not keep any images on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Enso Martial Arts will endeavour to ensure that parents, carers, family members and others understand our photography policy. We have an acceptable use policy for using photographs, which may include asking parents not to share photos on social media.

Contact details

Designated Safeguarding Lead:

Nicky Woodward

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0800 688 9963

Deputy Designated Safeguarding Lead:

Lee Woodward

lee@ensomartialarts.co.uk

0800 688 9963

We are committed to reviewing our policy annually.

This policy was last reviewed on: **10/01/2024**

Signed:  Date: 10/01/2024

Photographs and film footage will be taken at today's event

Enso Martial Arts and their representatives will be taking photos and film footage at today's event. These images may be used by us in the following ways:

- On printed marketing materials, signage and brochures
- On Social media, including Facebook, Instagram, X and LinkedIn
- On the Enso Martial Arts website

Any photos and footage will be stored securely and will not be kept for longer than they are needed for the purposes listed above. Please refer to our photography policy for further details.

If you would prefer your child not to be photographed, please let us know asap and your child will be issued with a reflective, high visibility armband which they must wear throughout the event. We will make every effort to not include face's of children wearing armbands in our photographs.

Parent Photos

During gradings and special events photographs and video may be taken by parents for personal use only. Images and videos taken at Enso Martial Arts events should not be shared on social media if they contain any other children.

Enso Martial Arts cannot be held liable for any infringements of our photography policy.

Contact details

Designated Safeguarding Lead:
Lee Woodward
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0800 688 9963

Deputy Designated Safeguarding Lead:
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All ENSO policy documents can be found on our website, here:
[*https://ensomartialarts.co.uk/company-policy-documents/*](https://ensomartialarts.co.uk/company-policy-documents/)

- Anti-Bullying Policy
- Code of Conduct
- Complaints Handling Policy
- Confidentiality Policy
- Data Protection Policy
- Digital Safeguarding Policy
- Disciplinary and Grievance Policy
- Equal Opportunities and Diversity Policy
- Health and Safety Policy
- Photography Policy
- Quality Assurance Policy
- Right to Work Checklist
- Risk Assessment
- Safeguarding and Child Protection Policy
- Security Policy