



Dave & Ewe Photo & Video Policy

Reviewed: August 2025
Next Review Due: August 2026

1. Introduction

Dave & Ewe recognises the importance of using photographs and videos to celebrate achievements, record events, and promote our work. However, we are committed to ensuring that images are used safely, responsibly, and in line with safeguarding standards and data protection law (UK GDPR & Data Protection Act 2018).

2. Purpose of Policy

This policy ensures that:

- Children, young people, adults at risk, parents, carers, and staff are protected.
- Images are used in a way that respects privacy and dignity.
- Consent is obtained, recorded, and reviewed appropriately.
- Images are stored and shared securely.

3. Scope

This policy applies to:

- All staff and volunteers.
- Contractors, visitors, and external organisations working with Dave & Ewe.

Any use of images (photo, video, or digital media) for:

- Internal records.

- Publicity, newsletters, displays, and reports.
- Website, social media, or press.

4. Principles

Consent First – written consent must be obtained before taking or sharing identifiable photos/videos.

Respect – individuals have the right to withdraw consent at any time.

Minimisation – avoid using full names or personal details alongside images.

Safety – images must never cause embarrassment, distress, or put anyone at risk.

Confidentiality – photographs of children, young people, or adults at risk will not be shared without explicit consent from the individual (if appropriate) and/or parent/carer.

5. Safeguarding Rules

No images will be taken or shared in changing rooms, toilets, or private spaces.

Staff must use organisation-owned devices (not personal phones) when capturing images for work purposes.

Images must be stored securely and deleted when no longer required.

If consent is not given, steps must be taken to ensure the individual cannot be identified in group photos (e.g. blurred, cropped, or excluded from the shot).

Social media use will be carefully monitored by the Designated Safeguarding Lead (DSL).

6. Photo/Video Consent Process

A Photo & Video Consent Form must be completed by:

- Parents/carers for under-18s.
- The individual themselves, if 18 or over and has capacity to consent.
- An advocate/guardian if the adult at risk lacks capacity.

Consent will specify:

- Where the images may be used (internal, website, social media, printed material).
- How long consent is valid for (typically 3 years, or until consent is withdrawn).
- Consent can be withdrawn at any time in writing.

7. Breaches of Policy

Any misuse of images, or failure to follow this policy, may result in disciplinary action and referral to safeguarding or data protection authorities if required.

Policy Approved: August 2025

Signed:Dave....Buscombe.....

Next Review: August 2026