PHOTOGRAPH AND FILMING POLICY, AND IT POLICY

Policy Title	**Photograph and Filming Policy, and IT Policy**
Policy Review Date	
Policy Reviewed by	

The following policies apply to Phoenix Rising staff and volunteers. They are part of our commitment to safeguarding for children and vulnerable adults

INTRODUCTION

Phoenix Rising believes that children and vulnerable adults/ and vulnerable adults should feel and be safe when taking part or attending anything at Phoenix Rising specifically. Children and vulnerable adults refers to those up to 18 years The purpose of this policy is to:

- protect children and vulnerable adults who take part in Phoenix Rising services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and vulnerable adults 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 vulnerable adults

This policy applies to all staff, volunteers and other adults associated with Phoenix Rising.

Legal framework. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England. Summaries of key legislation and guidance is available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online- abuse
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- children and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and vulnerable adults and to take, share and use images of children and vulnerable adults safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and vulnerable adults provide a record of our activities and raise awareness of our organisation
- the welfare of the children and vulnerable adult taking part in our activities is paramount
- children and vulnerable adults, 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 and vulnerable adults is only meaningful when children and vulnerable adults, 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 and vulnerable adults online.

We will seek to keep children and vulnerable adults safe by:

- always asking for written consent from a child/vulnerable adult and their parents or carers before taking and using a child's/vulnerable adult's image

- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children and vulnerable adults
- making it clear that if a child/vulnerable adult or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children and vulnerable adults whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and vulnerable adults and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children and vulnerable adults, their parents and carers understand how images of children and vulnerable adults will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
- only using images of children and vulnerable adults in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children and vulnerable adults taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect 's involvement in the activity.

A procedure for reporting the abuse or misuse of images of children and vulnerable adults is in our Safeguarding policies. We will ensure everyone involved in our organisation knows the procedures to follow to keep children and vulnerable adults safe.

PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE

When children and vulnerable adults themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children and vulnerable adults that they need to give consent for Phoenix Rising to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children and vulnerable adults, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children and vulnerable adults, parents and carers who they can talk to if they have any concerns about images being shared.

PHOTOGRAPHY AND/OR FILMING FOR PHOENIX RISING' USE

We recognise that our staff/leaders may use photography and filming as an aid in activities such as music or drama. However, this should only be done with the relevant Phoenix Rising organisation's permission and using their equipment.

Children and vulnerable adults, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and vulnerable adults safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children and vulnerable adults, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children and vulnerable adults
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

PHOTOGRAPHY AND/OR FILMING FOR WIDER USE

If people such as local journalists, professional photographers, or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children and vulnerable adults they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Phoenix Rising will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children and vulnerable adults who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children and vulnerable adults, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If Phoenix Rising is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

STORING IMAGES

We will store photographs and videos of children and vulnerable adults securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 10 years.

We will never store images of children and vulnerable adults on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Phoenix Rising does not permit staff and volunteers to using any personal equipment to take photos and recordings of children and vulnerable adults. Only cameras or devices belonging to the organisation should be used.

RELATED POLICIES AND PROCEDURES

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding and Child Protection.
- Safeguarding Vulnerable Adults
- Creating a safe environment guidelines
- Online safety policy and procedures for responding to concerns about online abuse.

[More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection].

IT POLICY

ACCEPTABLE USAGE OF COMPUTERS

This covers the security and use of Phoenix Rising organisations information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This applies to all employees, volunteers, contractors and agents (hereafter referred to as 'individuals').

It applies to all information, in whatever form, relating to Phoenix Rising activities, and to all information handled by Phoenix Rising relating to other organisations with whom it deals.

COMPUTER ACCESS CONTROL – INDIVIDUAL'S RESPONSIBILITY

Access to the Phoenix Rising organisations IT systems should be controlled by the use of User IDs, and/or passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the IT systems.

Individuals must not:

- Allow anyone else to use their user ID and password to access the system.
- Leave their user accounts logged in at an unattended and unlocked computer. Access the system
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific work need to interrogate the system or data.
- Connect any non Phoenix Rising authorised device to the Phoenix Rising system
- Store any Phoenix Rising data on any non-authorised equipment.
- Give or transfer Phoenix Rising data or software to any person or organisation. outside Phoenix Rising without the authority of Phoenix Rising. Managers/leaders must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

INTERNET AND EMAIL CONDITIONS OF USE

Use of internet and email is intended for Phoenix Rising use. Personal use is permitted where such use does not affect the individual's work performance, is not detrimental to Phoenix Rising in any way, not in breach of any term and condition of employment and does not place the individual or Phoenix Rising in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Phoenix Rising considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Phoenix Rising, alter any information about it, or express any opinion about Phoenix Rising, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Phoenix Rising mail to personal (non-Phoenix Rising email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Phoenix Rising unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Connect Phoenix Rising devices to the internet using non-standard connections.
- Receive or send personal e-mails on the Phoenix Rising addresses.
- Children and vulnerable adults should only be contacted via the Phoenix Rising e-mail
- addresses.
- Workers are not permitted to disclose their personal e-mail address to children or vulnerable adults.

INTERNET SAFETY

ONLINE SAFETY POLICY

This policy should be read alongside Phoenix Rising policies and procedures on child protection and safeguarding.

More information about safeguarding and child protection can be found at www.learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Phoenix Rising' activities.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- children and young people should never experience abuse of any kind children should be able to use the internet for education and personal
- development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Phoenix Rising' network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others

- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures This policy statement should be read alongside our organisational policies and procedures, including:

- *Safeguarding and Child protection Policy*
- Procedures responding to concerns about a child or young person's wellbeing
- *Creating a safe environment guidelines for staff and volunteers Behaviour management guidelines*

THE INTERNET AND CHILDREN AND VULNERABLE ADULTS

- Firewalls, parental controls and any other appropriate software will be on all internet access and updated regularly.
- When are using the internet there will be an adult present in the room who will regularly check for unsuitable materials being viewed and close down such use. This would include items of a sexual and violent nature.
- Software will be age appropriate and not contain sex or violence. Any software brought to the project can only be used with permission of the worker in charge.
- Workers are not permitted to access the internet for their personal use.
- The worker/leader is responsible for checking which sites are visited on a monthly basis and take appropriate action to prevent acceptable access.
- All access to chat rooms is forbidden, this includes MSN.
- Any workers accessing pornography will have committed gross misconduct.

- All Social media contact must be through Phoenix Rising organisations' accounts, not through personal accounts.

Remember – young people are very clever at finding unsuitable sites.

CLEAR DESK AND CLEAR SCREEN POLICY

In order to reduce the risk of unauthorised access or loss of information, staff/volunteers should ensure:

- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care is taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

WORKING OFF-SITE

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be authorised
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

MOBILE STORAGE DEVICES

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Phoenix Rising authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

SOFTWARE

Employees must use only software that is authorised by Phoenix Rising on Phoenix Rising computers. Authorised software must be used in accordance with the software supplier's licensing agreements.

Individuals must not:

- Store personal files such as music, video, photographs or games on Phoenix Rising IT equipment.

VIRUSES

Individuals must not:

- Remove or disable anti-virus software.

- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Phoenix Rising anti-virus software and procedures.

TELEPHONES CONDITIONS OF USE

Use of Phoenix Rising voice equipment is intended for work use. Individuals must not use Phoenix Rising' phones for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications.

Individuals must not:

- Use Phoenix Rising phones for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators,

MOBILE PHONES AND CHILDREN AND VULNERABLE ADULTS MOBILE PHONES

- Children and vulnerable adults should only be contacted by the organisation's landline and mobile number
- If your own phone is used to contact in an emergency your number should be withheld.
- On trips and residentials the organisation;' mobile phone should be used.
- Workers are not permitted to give their personal mobile numbers or their landline numbers to children or vulnerable adults.

ACTIONS UPON TERMINATION OF CONTRACT

All Phoenix Rising equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Phoenix Rising at termination of contract. All Phoenix Rising data or intellectual property developed or gained during the period of employment remains the property of Phoenix Rising and must not be retained beyond termination or reused for any other purpose

MONITORING AND FILTERING

All data that is created and stored on Phoenix Rising computers is the property of Phoenix Rising and there is no official provision for individual data privacy, however wherever possible Phoenix Rising will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Phoenix Rising has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any monitoring will be carried out in accordance with the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

REPORTING OF MISUSE OF IMAGES

Any misuse of images, photographs, films, use of internet, should be reported to your manager/leader and the Safeguarding Coordinator who will take advice from the Bishop's Safeguarding Advisor

It is your responsibility to report suspected breaches of security without delay to your manager/leader, and/or the chair of the board

All breaches of information security will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Phoenix Rising disciplinary procedures.

IN OUR POLICIES:

'Board' refers to the Boards, committees or legal entities that govern the Phoenix Rising organisation.

'Manager/leader' refers to people who are in charge of various activities across the Phoenix Rising organisations. They may be paid staff or volunteer