

**Policy Control**

Document No.

Issue Date

Title: Use of Photography Policy	DHSS-DOC-007	12/05/2023
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Revision History

Reason for Revision	Rev. No.	Approved by	Revision Date
Annual Revision	1.0	James Hazleton	01/05/2024
Annual Revision	2.0	James Hazleton	04/06/2025

Distribution List

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1 INFORMATION

1.1.1 Policy Statement(s) Covered in this Document

This statement is Dizzy Heights Specialist Services Ltd. (hereafter Dizzy Heights) Use of Photography Policy. This also applies to Dizzy Heights Staffs CIC.

1.1.2 Other Relevant Policies

Safeguarding and Child Protection Policy. Data Protection Policy.

1.1.3 Information/Data Security Considerations and Controls

In producing this Policy and Related Procedures Document, careful consideration has been given to the following:

- Applying appropriate permissions regarding who is able to read and modify the document.
- Reviewing security and access permissions and finding that they are not applicable to the content of this document.
- Reviewing data protection requirements and finding that they are not applicable to the content of this document.
- Reviewing employment legislation and codes of practice requirements and applying the appropriate actions to ensure necessary compliance.

1.1.4 Adherence to Policies and Related Procedures

Failure to comply with this Policy and Related Procedures Document may result in disciplinary action being taken.

2. INTRODUCTION

- 2.1 This policy sets out how Dizzy Heights uses photography and videography in a safe, respectful, and legally compliant manner. We aim to balance the need to evidence our work for funders and commissioners, as well as to document and celebrate the progress of young people, with our duty to protect their rights and privacy.

3. SCOPE

- 3.1 This policy applies to all staff, volunteers, partners, contractors, and visitors who may take or use photographs or videos of young people involved with Dizzy Heights.

4. PRINCIPLES

- 5.1 The 5 Principles Dizzy Heights Use of Photography adheres to:
- **Safeguarding First.** The safety and well-being of young people is paramount.
 - **Consent-Based.** No images of young people will be captured or shared without consent.
 - **Respect.** All images must reflect young people in a respectful manner.
 - **Purpose-Led.** Images must only be used for agreed organisational purposes such as funding reports, promotional materials, or individual online toolkits for young people.
 - **Data Protection.** Images are treated as personal data and handled in line with relevant data protection laws.

5. YOUTH CLUB PHOTOGRAPHY

- 5.1 Youth clubs can refer to one of the following:
- Universal open access provision delivered by Dizzy Heights, funded externally
 - Holiday Activity and Food Club delivered by Dizzy Heights, commissioned by local authorities
 - SPACE clubs, delivered by Dizzy Heights and commissioned by Police Crime Commissioner
- 5.2 Each of these youth club scenarios will require, at times, Dizzy Heights to provide photographic and video evidence of the provision. Photographic and video evidence therefore play an important role in funding the life cycle of youth provision. Taking into account the 5 principles of the Use of Photography policy, these are the steps to follow for safe and respectful use of photography during youth clubs:
- 5.2.1 Young people sign up to sessions using EEUQ. During the sign-up process, which must be completed by a parent or guardian if under the age of 16, consent is obtained (or rejected) for the use of photography and videography for the purposes of marketing.
- 5.2.3 This differs from evidence-based photography, which is used solely for the purpose of providing commissioners with evidence of the provision. This evidence-based photography is not to be shared or used in any marketing, whether for Dizzy Heights or the funder.
- 5.2.4 Whereby young people have been identified as having provided photographic consent;
- a) Photos to be taken by the identified Lead Worker on the session, where possible.
 - b) Photos to be taken only on a Dizzy Heights issued device
 - c) Photos to be shared with Dizzy Heights management following the session along with the session evaluation.
 - d) Images to be deleted from the issued device following being shared with management.
- 5.2.5 Dizzy Heights management to store images in-line with Data Protection legislation

- 5.2.6 Dizzy Heights management to decide which images should/shouldn't be used for marketing purposes, with reference to the 5 principles of Use of Photography.

6. MENTORING PHOTOGRAPHY

- 6.1 Mentoring refers to the youth provision whereby a Mentor supports a young person (Mentee) on a 1:1 basis with the aim of improving a young person's life circumstances. Photography and videography can play an important role in achieving positive outcomes for young people as images and videos can leave a long-lasting impression on their personal journey, long after the provision may have come to an end.
- 6.2 There are several scenarios in which photos and videos may be taken during a mentoring session:
- 6.2.1 To gain photographic / videographic evidence of a young person taking part in an activity for the benefit of their individual toolkit.
 - 6.2.2 To gain evidence that the activity took place at the correct time, date and location
 - 6.2.3 A young person may ask for photos to be taken of them for their own purposes
- 6.3 The young person's Individual Toolkit is a dedicated, and password protected, webpage created for a young person to document their journey through the mentoring provision. The Individual Toolkit is intended to be used by the young person as a reference point. As such, the toolkit provides advice, guidance, future plans as identified by mentor and mentee and any photographic/video evidence of activities throughout the provision:
- 6.3.1 Photos and videos should be taken whilst observing the 5 principles of Use of Photography.
 - 6.3.2 Parents/Guardians to be made aware by the Mentor that images will be taken during sessions for the purpose of creating the Individual Toolkit.
 - 6.3.2 A young person should be made aware of the intended use of photos/videos captured, and consent to be obtained from young person before taking any photos/videos.
 - 6.3.3 Photos and videos to be taken on Dizzy Heights issued device
 - 6.3.4 Photos and videos to be stored until the provision has ended and images have been uploaded to the Individual Toolkit.
- 6.4 Photos for evidence of activity, place and time. To safeguard both the mentor and mentee it is required to capture an image to document:
- a) The activity taking place
 - b) The time and date of said activity taking place.
- 6.4.1 Images taken for the purpose of evidence should still observe the 5 key principles of Use of Photography
 - 6.4.2 A young person should be made aware of why an image is being taken
 - 6.4.3 Image to be taken on Dizzy Heights issued device
 - 6.4.4 Image to be stored along with Case Notes of session.
 - 6.4.5 If a young person does not give consent for this evidence-based photography, an image of the wider activity location will suffice.
- 6.5 Whereby a young person asks for a photograph to be taken of them for their own purposes:
- 6.5.1 Observe the 5 principles of Use of Photography
 - 6.5.2 Use the device of the young person, where possible. If not possible, use staff-device and share with the young person
- 6.6 Photos obtained for the purposes of mentoring are not to be used within any marketing without explicit written consent from parents, guardians, commissioning local authority or support agency, as well as approval from the young person.

6.6.1. Due to the often complex nature and sensitivities of working with young people in a mentoring capacity, it is generally viewed that images obtained via mentoring will not be appropriate for marketing purposes.

We are committed to regularly reviewing our policy.

This policy is reviewed by Dizzy Heights leadership team on an annual basis or sooner if there is a change in legislation or there is applicable learning from a critical incident.

Date of next review: **04/06/2026**

Signed by D. Protheroe on behalf of Leadership Team (J. Hazleton, K. Jodiyawalla, D. Protheroe)



David Protheroe, 04/06/2025

