

Photography and filming guidance for engaging with minors (Access and Participation team)

The purpose of this guidance

The University of Northampton's (UON) Access and Participation team works with children, young people, schools, colleges and families.

The purpose of this guidance for engaging with minors is to:

- protect children and young people who take part in Access and Participation 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 young people 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 young people.

This guidance for engaging with minors applies to all staff, volunteers and other adults associated with Access and Participation work with UON.

Legal framework

This guidance for engaging with minors has been drawn up based on legislation referred to below, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

- [Online abuse legislation and guidance](#)
 - [Child protection legislation and guidance](#)
-

We believe that:

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

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation;
- the welfare of the children and young people taking part in our activities is paramount;
- children, young people, 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 is only meaningful when children, their parents, carers, schools and colleges 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 online.

We seek to keep children and young people safe by:

- always communicating with schools and colleges, explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children and young people;
- making it clear that if a child or their family withdraw consent for an image to be shared after it has been taken, it may not be possible to delete images that have already been shared or published;
- making sure children, schools and families understand how images of children 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 in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused
 - using images that positively reflect young people's involvement in the activity.

All UON staff involved in Access and Participation activities will have completed appropriate safeguarding and mandatory Data Protection training and will be familiar with the procedures required to help keep children and young people safe.

Photography and/or filming for personal use:

When children, young people, schools, colleges and attendees with the Access and Participation team take photographs or film at our events for personal use, the University of Northampton **cannot** monitor,

control or accept responsibility for images captured and shared independently by attendees. To support the safe and responsible use of images, guidance will be published in event materials and/or communicated at the start of the event. This guidance will include:

- reminding parents, carers, schools and children that they need to gain consent with the UON's Access and Participation team 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 young people and their school/college 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, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for UON's use:

We recognise that our UON colleagues, and those working with the Access and Participation team, may use photography and filming as an aid in activities, such as music or drama. This should only be done with team's permission.

Children, their parents/carers and schools will be informed that photography and filming form part of the programme. Explicit consent will be obtained where required, in line with Article 9(2)(a) of the UK GDPR. For participants under the age of 16, consent will be obtained from a parent or legal guardian. Appropriate arrangements will also be made for participants aged 16 and over who may not have the capacity to provide informed consent, ensuring that consent requirements are met in accordance with relevant legislation and safeguarding guidance.

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

- providing the photographer with a clear brief about appropriate content and behaviour
- always ensuring the photographer wears identification
- informing children and their school/college 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
- any concerns regarding inappropriate or intrusive photography should be reported immediately to the Access and Participation team's designated safeguarding lead (DSL) which is Tim Dobson. Concerns would then be managed and escalated in line with UON's safeguarding procedures and reporting processes
- This consent covers all our activities including photography/filming, marketing and promotional use, safeguarding and event management purposes, media engagement, and any wider publication of images or footage

Photography and/or filming for wider use:

If people such as local journalists, professional photographers (not hired by UON's Access and Participation team) 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 and must also comply with the consent arrangements put in place by the participating schools/colleges. This means ensuring that any children or young people featured have the appropriate parental/carers consent (or student consent where applicable) for the intended use of the images.

We will seek consent from the children and schools who are the intended subjects of the images and inform the photographer of anyone who does not give consent.

At the event we will inform children and schools that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with UON visitor badge.

If we are concerned that someone unknown to us is using their sessions for photography or filming purposes, working with the UON security team, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

If consent to take photographs is not given:

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated. For example, using yellow lanyards to clearly identify those without consent.

Parents/carers and, where appropriate, young people may withdraw their consent at any time before or during the event by informing the school/college or a member of the UON Access and Participation team. Any withdrawal of consent will be communicated to relevant staff and photographers, and no further images of that individual will be taken or used from that point onwards.

We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images:

We will store photographs and videos of children securely, in accordance with [UON's Retention Schedule](#), all data will be deleted at the end of the retention period:

- safeguarding records;
- consent forms;
- website/social media content;
- review/deletion process at the end of retention

We will keep electronic images in a protected folder with restricted access. Images will be stored for a period of 5 years.

Access and Participation staff members use mobile phones to take photographs and videos at events. Photographs and videos are deleted from devices once uploaded onto the protected folder with restricted access. Team members will delete photos from devices within 14 working days.

Related policies and procedures:

This guidance is to be read in collaboration with UON's:

- [Safeguarding Prevent and Vulnerable Student Policy](#)
- [Data protection and freedom of information](#)

All staff complete mandatory online training to safeguard all staff and students working with or on behalf of the UON as well as the children and young people we will be working with.

Contact details:

Head of Access and Participation

Tim Dobson

tim.dobson@northampton.ac.uk

We are committed to reviewing our guidance annually.

This guidance was implemented on: *September 2026*

This guidance was last reviewed on: *September 2026*

Signed: 

(Tim Dobson, Head of Access and Participation)

Date: 16.9.26