

# PROUD PLACES

## PHOTO PERMISSIONS POLICY:

A GUIDE FOR PARENTS, GUARDIANS, TEACHERS, GROUP-LEADERS AND DESIGNATED SAFEGUARDING LEADS

At Proud Places, we are dedicated to our work helping young people to engage with London's heritage.

A key element of this is safeguarding – including seeking consent for the use of any images of them taken on our visits.

Read on to find out how we're keeping young people safe – and how you can help us.

### WHY DO WE HAVE A PHOTO PERMISSIONS POLICY?

Our Photo Permissions Policy is part of our wider Safeguarding Policy – our commitment to keep the young people we work with safe at all times.



**PROUD  
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**PROUD PLACES**  
Photo Permissions Policy

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We understand that occasionally, for safety reasons, vulnerable young people will not be able to have their photo taken or used.

Our Photo Permissions Policy is in place to ensure that we work to provide the best, and safest, heritage experience for all.

## HOW OUR POLICY WORKS FOR YOU

### TEACHERS, DESIGNATED SAFEGUARDING LEADS AND GROUP-LEADERS

We at Proud Places only work with partner organisations, rather than individuals. To get our participants on trips with as little fuss as possible, we ask teachers, group-leaders, or an organisation's Designated Safeguarding Lead to fill out our Photo Permissions Form – detailing which participants **cannot** have their picture taken. This is information that any organisation that works with young people should have as part of their own Photo Permissions Policy.

### PARENTS OR GUARDIANS

If a young person is a safeguarding risk, it's very important that parents or guardians provide accurate photo permissions information to any groups that said young person is affiliated with.

The form, alongside this document, will be sent out upon booking a visit with us, and **must** be filled out prior to the day-of-visit.

## WHAT DO WE DO WITH THE PHOTOS THAT WE TAKE?

All photos taken of our wonderful participants are used to amplify the work and reach of Proud Places, so that we can offer our trips to more young people. We take, store, and use these images in accordance with best practice.

## HOW WE TAKE PHOTOS

All our photos are taken by our staff members – who all have up-to-date DBS certificates. Most often they're taken by our lovely Communications Director, Chloe.

We prefer organic, candid photos, that best showcase our participants learning and having fun; and we like to be as undistruptive as possible (taking only a couple of posed group shots per visit), so that everyone can just focus on enjoying themselves.

## HOW WE STORE PHOTOS

All photos we take are stored on our secure system. Copies are only made available to others outside of Heritage of London Trust when we are sure that no-one in them has been listed on our Photo Permissions form under 'Participants whose photo CANNOT be used'.

## HOW WE USE PHOTOS

We use participant photos in several way:

- **Fundraising:** Proud Places is a charitable programme funded by the Jones Day Foundation. We use photos to show our sponsors the good work that Proud Places does; and how much young people enjoy the visits and workshops we run!
- **Communications and amplifying our work:** we use images collected to spread the word about what we do, so that more young people are inspired to get involved. Our youth engagement programme is pushing new boundaries for heritage and this is exciting work!
- **Media:** we work with local and national media to enhance our work. We love to see others celebrating what we do – photos are a great way for the media to showcase our work to their audiences. We hope that young people and their families will be proud of seeing their photograph in the newspaper.

## HOW WE KEEP YOUNG PEOPLE SAFE

We keep our young people who work with us safe by ensuring that group leaders and teachers return Photo Permissions Forms prior to visits. Returning the completed form promptly is an integral part of helping us to ensure safety for all.

Once we have received a completed Photo Permissions Form for an upcoming trip, we ensure that Project Officers Ife and Lauren (who run the trips) have noted the information recorded, and are carrying a hardcopy on visits.

On site, participants that CANNOT have their photo used are given a sticker to attach to their outerwear. Ife and Lauren will then work with Chloe, the Communications Director, to identify any photos that feature these participants. These participants will not be included in any group shots.

## LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, such as the Online Safety Bill and Child Protection legislation.

Further information is available on the UK Government website.

## OUR DESIGNATED SAFEGUARDING LEADS

Nicola Stacey (Heritage of London Trust Director), Lauren Gill (Proud Places Project Officer) and Ife Davies (Proud Places Project Officer).

## CONTACT US

If you'd like to contact us in regards to our Photo Permissions Policy, we're happy to answer any questions.

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