

PROUD PLACES

Photo permissions Policy

At **Proud Places**, we are dedicated to our work helping young people to discover London's hidden histories and go behind-the-scenes at restoration projects.

Safeguarding is of utmost importance when gathering images of our work — including seeking consent for the use of any images of them taken on our visits.

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

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.

It's very important that parents or guardians provide accurate photo permissions information to any groups in case of safeguarding risk.

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.



HOW WE RECORD PROUD PLACES

All our photos, and in some cases videos, are taken by our staff members — who all have up-to-date DBS certificates.

We prefer organic, candid moments, that best showcase our participants learning and having fun; and we like to be as discreet as possible.

We take just a couple of posed group shots per visit, so that everyone can just focus on enjoying themselves!

HOW WE STORE PROUD PLACES IMAGERY

All photos and videos we take are stored on our highly secure database system.

HOW WE USE PROUD PLACES IMAGERY

Fundraising: Proud Places is a charitable programme generously supported by the Jones Day Foundation. We use photos to show our sponsors the good work we do and why its worth funding!

Communications and amplifying our work: Images collected help spread the word about what we do, so that more young people are inspired to get involved.

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.



KEEPING YOUNG PEOPLE SAFE

Returning the completed form promptly is part of ensuring safety for all. Once we have received a completed Photo Permissions Form for an upcoming trip, we ensure that Project Officers are fully aware of permissions, and are carrying a hard copy on visits.

On site, participants that cannot have their photo taken are given a sticker to attach to their outerwear or advised to stay out of the range of the camera lens.

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) & **Ife Davies** (Proud Places Project Manager).

CONTACT US

For any queries please contact us at:

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