

POLICY ON TAKING, STORING, AND USING IMAGES OF CHILDREN

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

1.1 This policy outlines the procedures and safeguards for taking, storing, and using images of children to ensure their privacy, safety, and dignity are respected at all times. It applies to photographs, videos, and other visual media.

2. Scope

2.1 This policy applies to all staff, volunteers, contractors, and anyone acting on behalf of Cresconova. It covers all activities involving the capture, storage, and use of images of children.

3. Consent

3.1 Consent must be obtained from a child's parent or guardian before any images are taken, stored, or used. This will be requested upon registration of the student.

4. Taking Images

4.1 Images must only be taken in appropriate settings and contexts, ensuring the child's dignity and privacy are maintained.

4.2 Images should not include identifiable information such as names or addresses unless explicitly consented to.

5. Storing Images

5.1 All images must be stored securely, in password-protected digital systems or physical storage.

5.2 Images must be retained only for the duration necessary for their intended purpose and deleted or disposed of securely thereafter.

5.3 Access to stored images must be restricted to authorised personnel only.

6. Using Images

6.1 Images must only be used for the purposes specified in the consent form, such as promotional materials, newsletters, or educational resources.

6.2 Images must not be shared with third parties without explicit consent.

7. Safeguarding Measures

7.1 Cresconova will regularly review its practices to ensure compliance with this policy.

7.2 Staff and volunteers will receive training on safeguarding.

7.3 Any concerns about the misuse of images must be reported immediately to the Designated Safeguarding Officer (Christine Braun: christine.braun@cresconova.org).

8. Breach of Policy

8.1 Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or volunteer status.

9. Review and Updates

9.1 This policy will be reviewed annually or as needed to ensure it remains effective and compliant with legal and ethical standards.