PHOTOGRAPHY & MEDIA POLICY 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP)

Date Reviewed: 1 September 2025

Next Review Due: 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Purpose of this Policy

Manchester Top Team Youth Project (MTTYP) recognises that photography and video can be a positive way to celebrate achievements, record learning, and promote our work. At the same time, we are committed to protecting children and young people from the risks that can arise from the misuse of images.

This policy explains how we obtain consent, store and use images, and keep pupils safe in line with Keeping Children Safe in Education (KCSIE 2026), UK GDPR, and local safeguarding procedures.

2. Scope

This policy applies to:

- All staff, volunteers, and contractors working with Manchester Top Team Youth Project (MTTYP).
- Pupils and their parents/carers.
- Visitors, partner organisations, and external media agencies.

3. Consent

- Written consent will be obtained from parents/carers (or pupils over 16 where appropriate) before any photographs or videos are taken or used.
- Consent will cover specific purposes (e.g. internal displays, newsletters, website, social media, publicity).
- Parents/carers and pupils have the right to withhold or withdraw consent at any time, which will be recorded and respected immediately.
- Where no consent is given, the pupil will not be included in images.

4. Safe Storage and Use

- Images will only be stored on secure Manchester Top Team Youth Project (MTTYP) devices and systems.
- Staff are not permitted to use personal devices for photography or filming.
- Images will be kept for no longer than necessary and then securely deleted.
- Images will not be shared via personal email, messaging apps, or cloud storage.

5. Publication and Sharing

- Pupils will not be named in full alongside their image.
- Care will be taken not to reveal personal details (e.g. addresses, school names, specific locations) in captions or backgrounds.
- Particular care will be taken for children who are looked after, adopted, or otherwise vulnerable.
- Social media posts will follow the organisation's Online Safety Policy and will only be made from official accounts.

6. External Photographers and Agencies

- Any external individual or agency must sign a written agreement confirming compliance with this policy and safeguarding standards.
- They must not use or retain any images for personal or commercial purposes without written consent from Manchester Top Team Youth Project (MTTYP) and parents/carers.

7. Monitoring and Breaches

- Any inappropriate or unauthorised use of images will be treated as a safeguarding concern and dealt with in line with the Safeguarding & Child Protection Policy.
- Concerns should be reported immediately to the DSL (Daryl-Anne Baguley) or DDSL (George Smith).

8. Responsibilities

- **DSL & DDSL:** Ensures consent is in place, keeps central records, and monitors compliance.
- **Staff and volunteers:** Follow this policy at all times and report concerns.
- **Parents and carers:** Respect the organisation's rules on photography at events (e.g. restrictions on personal filming at showcases).

9. Review

This policy will be reviewed annually or sooner if guidance or legislation changes.

Appendix A – Photography & Media Consent Form (Parents/Carers)
Child's Name: _____

Parent/Carer Name: _____

Date of Birth: _____

Please tick **Yes** or **No** for each use of images:

Use of Images	**Yes**	**No**

Internal displays and learning records	[ ]	[ ]
MTTYP website	[ ]	[ ]
Social media (official MTTYP accounts only)	[ ]	[ ]
Printed publicity (e.g. posters, leaflets)	[ ]	[ ]
Press/media coverage	[ ]	[ ]
Training or educational resources	[ ]	[ ]

I understand that:

1. Images will be used only for the purposes I have consented to.
2. I can withdraw consent at any time in writing.
3. Manchester Top Team Youth Project (MTTYP) will take all reasonable steps to safeguard children in line with this policy.

Signature (Parent/Carer): _____ Date: _____

Signature (Pupil, if age 16+): _____ Date: _____