

Photography Filming and Image Consent Policy

Pocket Money Adventures CIC | Version 1.1

Effective: 2 October 2026 | Review: 2 October 2027 or sooner on relevant change

Policy owner: Nathan Waldron, Director | Signatories: Nathan Waldron and Bernadette Houlton | Approved policy issue

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

Current operating requirements

Zero Child Data applies to routine learning, access and evaluation: no child names, accounts, personal finances, individual tracking or school-held match-code keys are collected by PMA. Standard PMA sessions do not involve PMA photographing or filming identifiable children. Necessary safeguarding, accident or legal records are an exception and are minimised, protected and shared lawfully. Pseudonymised codes are not automatically anonymous. Research beyond safe aggregates requires a separately approved protocol, lawful basis, privacy information and ethics arrangements before collection.

For standard child sessions, PMA uses artwork, books, empty-room and anonymised resource photographs only. Hosts may operate their own image arrangements under their own lawful basis and safeguarding controls; permission to take an image does not authorise PMA to receive or publish it. Any proposed PMA child-image project needs a separate approved exception, DPIA where required, exact purposes and lawful basis, evidence of consent where relied on, child assent and withdrawal arrangements before capture. Do not use the appended generic form to bypass this gate. Adults may opt in separately; attendance is not consent.

Detailed policy and procedures

Photography, Filming and Image Consent Policy

Registered office: 68 Nottingham Road, Eastwood, Nottingham, NG16 3NQ Company No. 16994988 • ICO Registration No. ZC124930

1. Purpose

PMA may take separately approved photographs or short video of consenting adults at family sessions, for evaluation, for honest reporting to funders, and occasionally for our website and social media. This policy sets the controls for any approved image project involving children or adults are taken, used and stored lawfully, safely and only with consent.

2. Our principles

- We take and use images only where we have clear, opt-in consent, which can be withdrawn at any time.

- For a child, we need the consent of a parent or carer; we also check the child is comfortable.
- Safeguarding comes first. We never publish a child's full name with their image, never include identifying details, and take extra care, or take no image, where a child or adult may be at additional risk.
- No images are taken on personal devices for personal use.

3. Consent

- Consent is recorded in writing using our Photography and Video Consent Form.
- We ask separately for internal use (evaluation and funder reporting) and external use (website, social media, press), so families can agree to one and not the other.
- Families can change their mind at any time. On request we stop using an image and remove it from material we control.

4. Storage, security and use

- Images are stored securely and handled under our Data Protection and Privacy Policy, with access limited to those who need it.
- Images are kept only as long as needed for the agreed purpose, then deleted.
- Images taken for funder reporting (for example for the Severn Trent Community Fund) are used only for that purpose and in line with the consent given.
- Any filming by press or third parties is subject to a separate agreement and the same consent rules.

5. Responsibilities

The directors are responsible for consent records, secure storage and for acting promptly on any withdrawal of consent. Staff and volunteers follow this policy and our Safeguarding Policy at all times.

Appendix: Photography and Video Consent Form

Host-held reference (do not give PMA a child name): _____ Parent/carer name: _____
 _____ Please tick what you are happy for us to do with photographs or short video that include your child or family:

- ☐ Use for our own learning and evaluation, and for reporting to funders.
- ☐ Use on PMA's website and social media.
- ☐ Use in printed materials or with local press.
- ☐ I do not give consent for any images.

You can change your mind at any time by contacting hello@pocketmoneyadventures.co.uk. Signature: _____ Date: _____

This policy is reviewed annually or sooner if practice, guidance or law changes. It should be read alongside our Safeguarding (Children and Adults), Data Protection and Privacy, Health and Safety, and Equality, Diversity and Inclusion policies. Pocket Money Adventures CIC.

Issue control: current approved issue dated 2 October 2026. Earlier issues are archived. Policy approval does not complete host agreements, individual acknowledgements or venue checks.