**Use of Photography & Film Images**

Active Essex follows guidance from ECC for the use of images of children and young people. All images/recordings must be taken by AE employees or approved third parties, who are briefed by the Head of Safeguarding or a member of staff overseeing the activity.

* Written parental consent must be obtained before photographing children. For individuals aged 16 or older, their written consent is also required alongside parental consent.
* In regard to school groups the school may provide this consent on behalf of their group of pupils. Any pupils without consent must be identified and not included in any images.
* Active Essex will communicate the intended use of images and will not permit images for any other use beyond what was agreed.
* Children and young people featured will be suitably dressed.
* Images should generally focus on activities rather than individuals and represent the diverse group participating safely.
* Personal details, including home addresses, will not accompany any published images.
* Mobile phone cameras are prohibited in changing rooms.
* Inappropriate images seen/observed at any event should be reported to the Head of Safeguarding or Designated Safeguarding Officer.

**Changing Facilities & Supervision**

Active Essex will ensure the provision of appropriate changing facilities tailored to the age and needs of participants, ensuring safeguarding principles are upheld. Clear guidance is provided to staff and young people regarding the use of facilities.

* Adults must not change or shower at the same time as children and young people.
* No photography or filming is permitted in changing rooms.
* If supervision is required, it must be conducted by staff of the same gender who have undergone DBS checks and safeguarding training.
* Where children feel uncomfortable changing with others, alternatives will be considered and discussed with parents.
* Any incidents within changing rooms must be reported to the Head of Safeguarding.

**Social Networking Guidance & E safety**

Active Essex recognise that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner. However, Active Essex is also aware of the potential safeguarding risks especially to children and young people when using these forms of media.

With regards to young people under the age of 18yrs Active Essex will:

* Avoid ‘one to one’ electronic communication. Communication involving a young person will always also include a parent/carer/responsible adult.
* Not invite, follow or accept follow/friend requests on any personal sites/platforms. Only the public Active Essex formal channels (continuing to operate as per the above).