Reviewed 05/03/2026 **Mark Wayne Baker**

Martial Arts Anti-Bullying Self Defence
Teaching Since 1989

South Eastern School of Martial Arts SESMA

Photography & Filming Policy Statement

The purpose of this policy statement is to:

● Protect children and young people who train, take part in events and activities, specifically those where photographs and videos may be taken

● Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our class, events and activities

● To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people This policy statement applies to all staff, volunteers and other adults associated with SESMA South Eastern School of Martial Arts.

We recognise that:

● Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation

● The welfare of the children and young people taking part in our activities is paramount

● Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation*

● Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images

● There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

● Always ask consent from parents or carers by via electronic consent form when signing up a prospect and again as a member before taking and using a child's image

● Explaining how and where we use images**, how they will be stored and what potential risks are associated with sharing images of children

● Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published

● Only using first names of children whose images are being used in our published material

● Never publishing personal information about individual children and disguising any identifying information (for example the name of their school)

● Making sure children, their parents and carers understand how images of children will be securely stored and for how long

● Portrayals of any child/young person should be respectful, accurate and balanced. It should highlight their dignity, strengths and capabilities and what they have achieved

● We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

● When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

● This includes: reminding parents, carers and children that they need to give consent for SESMA South Eastern School of Martial Arts to take and use their images

● Asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them

● Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share

● Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

SESMA Professional Photographer

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

● Providing the photographer with a clear brief about appropriate content and behaviour ensuring the photographer wears identification at all times

● Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared

● Not allowing the photographer to have unsupervised access to children

● Not allowing the photographer to carry out sessions outside the event or at a child's home reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by SESMA Martial Arts) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

● The name and address of the person using the camera the names of children they wish to take images of (if possible)

● The reason for taking the images and/or what the images will be used for

● A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

SESMA Martial Arts will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children or young people who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent. At the event we will inform children, young people, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If SESMA Martial Arts are concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

● We will store photographs and videos of children and young people securely, in accordance with our safeguarding policy and data protection law.

● Electronic images will be stored on a secure online drive, with access limited to relevant staff.

● Images will be stored until the young person reaches 25 at which point we will ask them to renew their consent.

● SESMA Martial Arts does not permit staff and volunteers to use any personal equipment to take photos and recordings of children unless this has been agreed in advance by School Owner or Head Instructor.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including our:

● Safeguarding policy

● Code of conduct for Coaches/volunteers/Parents/Carers

● Data protection policy

*Photos are used for celebration of success and promotion of SESMA Martial Arts and its events.

**Images are used on SESMA Martial Arts social media platforms. Photography for Posters/leaflets – additional consent will be asked.