



Sailship Training and learning for Life

Consent & Photography Policy

Celebrating community with care and respect

1. Purpose

This policy outlines how Sailship obtains, manages, and respects consent for photography, video, and audio recordings. It ensures that all images are used ethically, safely, and in line with our values and legal obligations.

2. Scope

This policy applies to:

- Learners and participants
- Carers and family members
- Volunteers and staff
- Visitors and external partners
- All settings including gardening, cooking, events, and off-site trips

3. Our Principles

We believe in:

- **Dignity** – Images must reflect the person's humanity and strengths
- **Consent** – No image is taken or shared without informed permission
- **Safety** – We protect identity and personal information
- **Choice** – Everyone has the right to say no, change their mind, or set limits
- **Accessibility** – Consent processes are adapted to suit individual needs

4. Consent Process

We seek **written consent** using a clear, easy-read form. This includes:

- What types of images may be taken (e.g. group, individual, activity-based)
- Where they may be used (e.g. social media, newsletters, funding bids)
- How long consent is valid
- The right to withdraw consent at any time

For individuals who lack capacity, we follow a **best interests approach** in line with the Mental Capacity Act 2005, involving carers, support workers, and key staff.

5. Image Use

Images may be used for:

- Celebrating achievements
- Promoting Sailship's work
- Reporting to funders and stakeholders
- Educational and training materials

We will **never**:

- Share images without consent
- Use images in a way that could cause embarrassment or distress



- Tag individuals by name on public platforms without explicit permission
- Sell or license images to third parties

6. Storage & Security

All images are stored securely and access is restricted to authorised staff. Images are retained only for the duration specified in the consent form and then deleted or archived appropriately.

7. Withdrawal of Consent

Anyone can withdraw consent at any time by contacting:

Sailship Offices - telephone: **01255 879623** e: **admin@sailship.org.uk**

We will remove or stop using the image as soon as possible and confirm the action taken.

8. Breaches & Concerns

Any concerns or breaches must be reported immediately. We will investigate and take appropriate action, including removing images and reviewing procedures.