

Guidance for the use of audio, video and photography in BHSQ qualifications

BHSQ is fully committed to ensuring the safety of all those involved in the delivery and assessment of qualifications, including learners, assessors, internal and external verifiers. This is detailed further in the following policies and guidance documents:

- BHS Safeguarding children and young people policy.
- BHS Guidance on using video and photography.
- BHS Guidance on radicalisation.

It is recommended that these are read in conjunction with this guidance - bhs.org.uk/safeguarding

On occasion when providing evidence for achievement of qualifications, audio, video and photography are included. This could be a risk to safety. This guidance is to clarify arrangements for the use of audio, video and photography during assessment.

Much of the evidence provided to achieve BHSQ qualifications is practical. This is to support candidates in their readiness for working in the sector. Images can be powerful indicators of authentic achievement and very useful as evidence. BHSQ encourages their safe use. It is worth noting that candidates taking BHSQ qualifications can be as young as eleven.

BHSQ reviews evidence provided by candidates as part of its quality assurance activities. This is to ensure certification is accurate. As a consequence of this staff and associates of BHSQ, such as external verifiers, may see images used in assessment. BHSQ ensures these images are used only for the intended purpose and in accordance with its relevant Privacy Policy.

To emphasise the welfare of all including children is paramount at all times. Therefore, please note the BHSQ Approved Centre must ensure:

- Images included within assessment evidence are appropriate and support the intended purpose.
- Audio, video and photographs are retained only where required for assessment, internal and external verification and in accordance with its Privacy Policy.
- Permission is given for the use of images by the candidate and where appropriate their parent/guardian.
- The candidate and where appropriate their parent/guardian, understand what the image is being used for and who will see this. They have the right to decide if they wish for the image to be used or stopped being used at any time.
- There is clear reporting procedure should a concern arise and this should be communicated to the candidate and where appropriate their parent/guardian.

If further clarification is needed, please contact enquiries@bhsq.co.uk

If there is a safeguarding concern, please contact safeguarding@bhs.org.uk

Monitoring and review

This document and its content will be reviewed on a three-year cycle, or earlier should it be needed to ensure it remains fit for purpose.

Date for review: July 2025

Document history

Version	Revision date	Reason
1	15/07/2022	Implementation of new policy document

Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.