

Photography & Filming Policy



About this policy

This policy should be read and used in conjunction with the participating school, college or community group's photography policy and wider best practice guidance.

We believe that it's important that children and young people feel happy with their achievements and have photographs and films of special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event like the Yorkshire Schools Dance Festival.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations and individuals are aware of the potential risks and dangers and appropriate measures are put in place.

This policy helps children, parents, staff and volunteers understand how photographs will be captured, used and shared safely.

Risk factors

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images

Seeking consent for children & young people

Because images are often taken of performers during their time-limited rehearsal or whilst performing at the event, it is not possible for us to consult with individual children and young people about whether images can/cannot be taken.

The onus of responsibility lies with the school/group representative to ensure appropriate permissions from parents/carers are in place and notifying us accordingly. The school or group will need to ensure that parents, carers, family members and others understand the policy. We require all schools and groups to notify parents and/or guardians of the arrangements in place and/or to refer to any standing permission slips in place for individual students/pupils.

A copy of this policy is available to view by parents/carers via the Festival website: www.yorkshireschoolsdancefestival.co.uk (at the bottom of each webpage).

If:

- I) a parent/guardian has communicated any objection to images being taken of their child
- II) there are safeguarding issues
- III) there is an ambiguity surrounding permissions

we require coordinating staff from schools/groups to let us know on the day of the event so that appropriate measures can be put in place. We will sensitively make any child or young person for whom there are no permissions in place or where there is doubt about consent easily identifiable to photographers and filmmakers engaged by us during rehearsal and performance. Photographers/

filmmakers will make every effort not to take images of children that have been identified as not having standing permissions in place or where there is any doubt.

If, after the event, any photographs or film footage contain images where parental permissions are not in place, or where there are objections to their use. We will withdraw these images as soon possible. A request for withdrawal should be made via email - colin@yorkshireschoolsdancefestival.co.uk

Use of images

Yorkshire Schools Dance Festival/Creative Learning Partnerships may use images of children and young people in publications, websites and social networking sites.

What we will/will not do:

- we will not use children's names in photograph captions. We recognise that images accompanied by personal information could be used to learn more about a child prior to grooming them for abuse.
- We will only use images of children and young people in suitable clothing to reduce the risk of inappropriate use.
- We will state written expectations of professional photographers or the press who are invited to an event. This will make clear our expectations of them in relation to child protection.
- we will not allow photographers unsupervised access to children.
- we will not approve photography sessions outside the event or at a child's home.

We do not restrict photographs or filming by the audience during the performance. We do not place sharing restrictions of these images or footage on social media.

Storing images securely

Images or video recordings of children will be kept securely. Hard copies of images will be kept in a locked drawer and electronic images will be in a protected folder with restricted access.

Images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 8th August 2019

It will be audited annually.

Signed: 

Date: 8th August 2019