



PHOTOGRAPHY/VIDEOGRAPHY GUIDELINES

Photographing and Filming Children

Parents/carers often want to be able to celebrate the achievements of their children taking part in concerts/performances through taking photographs or films. The London Youth Choir may also want to promote themselves to increase participation and provide information to potential and current donors. The London Youth Choir believes that whilst it photographing and filming of children should take place, it should be supported by appropriate and proportionate safeguards to ensure a safe environment for children and young people.

What are the potential concerns?

There have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on websites, social networks and other publications. Images can be used as a means of identifying children when associated with personal information e.g. this is X who lives at Y. This information can make a child vulnerable to an individual who may wish to contact and start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact in the off-line, “real” world. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

Relevant principles

1. The interests and welfare of children taking part in activities of the choir is paramount.
2. Children and their parents/carers have a right to decide whether their images are taken, and how these may be used.
3. Children and their parents/carers must provide written consent for their images to be taken and used.
4. Consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Rules to Remember

- Where possible do not include the name of a child whose image is being used
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside events.
- Avoid the inclusion of other detailed information about individual children.
- Ask for the child's permission to use their image. This ensure that they are aware of the way the image is to be used to represent the choir. All members of LYC are asked for full photography and videography permission on accepting a place in the choir through the membership forms.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image the images of the child will be used to represent the choir or an event. All members of LYC are asked for full photography and videography permission on accepting a place in the choir through the membership forms. Parents are reminded about the photo/video permission regularly, to make sure they understand the nature of the potential risks associated with the intended use of the image/s.
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled). LYC adopts a policy of keeping pictures and video for no longer than 5 years.
- Only use images of children in suitable attire to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in an activity (eg. Showing smiling participants rather than anxious or unhappy ones and promote the best aspects of the choir.
- With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of possible settings in which the choir may be. Consideration should be given to the specific setting and circumstances before either taking a photograph or publishing it publicly.
- Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children. Follow your organisation's safeguarding procedures, ensuring both your safeguarding officer and local authority children's social care officer or team and the Police are informed.
- LYC asks visitors to refrain from using their phone, taking photos and videos during rehearsals unless they are an official photographer/videographer.

Guidelines for Use of Photographic Filming Equipment for Official Use at Events

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times. This will consist of a 'visitor' lanyard, and they will sign up to the safeguarding guidelines for visitors issued on arrival, and be briefed by the Head of Safeguarding and Wellbeing if necessary.

- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (eg close ups, small group and choir photos).
- At many events and concerts, organisers and other will reasonably wish to take wide angle, more general photos of the concert hall or performance space, and so on.
- Separate to the issue of consents for 'identifying' photographs/footage of individuals parents and children should at least understand that these types of images will be taken during, or at specific points in, the event. It is not reasonable, practical or proportionate to require parental consent for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child's home.
- Children, parents and other should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Clarify issues of ownership, retention and access (by event/concert staff and participants/parents) to the images.

Guidelines for Use of Photographic Filming Equipment by Parents/Guardians/Spectators at Concerts/Events

An announcement is made at the outset of each concert/event informing all audience members/attendees that photography of any kind is prohibited.

If LYC are working with an external venue, stewarding staff will be briefed in asking audience members to refrain from taking photographs and filming. If LYC are running their own event at City of London Boys School, it is the responsibility of the Choirs Manager to ask staff manning the event space to watch audience members and ask them to refrain from taking photographs and filming.

Photography at concerts/events hosted or organised by third parties

If LYC are working with an external venue, stewarding staff will be briefed in asking audience members to refrain from taking photographs and filming.

Photography/videography outside of LYC membership

LYC also takes unofficial and official photographs during Aspire sessions and events. An example of a whole school permission form, given to each school at the beginning of their Aspire programme is below. Schools have the responsibility to collect individual photo permission from parents/carers/guardians before filling in this form, and responsibility to let LYC know which children cannot be photographed or videoed.

WORKED EXAMPLE

Aspire Programme 2017/18

Schools photo and filming permission form

The London Youth Choir will be taking unofficial photographs and short film clips as part of our Aspire programme at your child's school during workshop sessions. These are to fulfil the requirements of the qualification Arts Award Discover which each child is taking part in as part of our programme. The photos will also be used for reporting to funders. At the final culmination concert the 'Big Sing' in summer 2018 we may have an official photographer and/or filming team. These images may be used in print, presentations, our website, and social media. No royalty, fee or other compensation shall become payable by reason of such use.

Please delete as appropriate, fill in and return the form to the school:

I give permission / I do NOT give permission for my child to be included in photo and filming for the London Youth Choir Aspire programme during 2017/18

Child's Name: _____

School name: _____

Class: _____ Teacher: _____

Parent/Carer/Guardian's name: _____

Parent/Carer/Guardian's signature: _____

Date: _____

We are committed to reviewing our policy and good practice annually and when there are significant changes in legislation or internal to our organisation.

This guideline was last reviewed on: **Wednesday 19 September 2018**

Person responsible for overseeing review:

Signed: **Cathy Phillips Brady, Head of Safeguarding and Wellbeing**