**Photography & Filming**

**Policy**

Music 4 U (M4U) provides true integration to enable children, young people and vulnerable adults with and without additional support needs to understand, learn, help & support each other through song, dance and stagecraft.

**Policy Purpose:**

* To protect M4U students who take part in M4U’s activities and events, specifically those where photographs and videos may be taken.
* To set out the overarching principles that guide our approach to photographs/videos being taken of our students during our events and activities.
* To ensure that we operate in line with our values and within the law when creating, using and sharing images of our students.

**Workers:** All staff, self-employed / freelancers, volunteers and trustees.

**Students / Young Person:** All children and young adults attending M4U activities

**Parent:** Anyone with guardianship or caring and parental responsibility for the student

**We believe that:**

* no-one should ever experience abuse of any kind.
* we have a responsibility to promote the welfare of our students and to take, share and use images of children safely.

**We recognise that:**

* sharing photographs and films of our activities can help us celebrate the successes and achievements of our students, provide a record of our activities and raise awareness of our charity .
* the welfare of our students taking part in our activities is paramount.
* the students and parents 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 our students is only meaningful when the students and their parents 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 online.

**We will seek to keep our students safe**:

* always asking for written consent from the student and their parents before taking and using an image.
* always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images.
* making it clear that if a student 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.
* changing the names of students whose images are being used in our published material whenever possible (and only using first names if we do need to identify them).
* never publishing information about individual students and disguising any identifying information (for example name of their school or a school uniform with a logo).
* reducing the risk of images being copied and used inappropriately by:
  + only using images of students in appropriate clothing
  + avoiding full face and body shots of students taking part in activities where there may be a heightened risk of images being misused

We will also develop a procedure for reporting the abuse or misuse of images of students as part of our child protection procedures. We will ensure everyone involved in M4U knows the procedures to follow to keep children safe.

1. **PHOTOGRAPHS AND/OR FILMING FOR PERSONAL USE**

When our students themselves and parents 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 and students that they need to give consent for M4U to take and use their images .
* asking for photos taken during the event not to be shared on social media or asking people to gain permission from the students and their parents 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 students and parents who they can talk to if they have any concerns about images being shared.

1. **PHOTOGRAPHS AND/OR FILIMING FOR M4U USE**

We recognise that our workers may use photography and filming as an aid in activities such as music or drama. However, this should only be done with M4U’s permission and using our equipment or their own device that is registered with M4U.

Students and parents must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep students by:

* providing the photographer with a clear brief about appropriate content and behavior and ensuring the photographer wears identification at all times.
* informing students and parents that a photographer will be at the event.
* not allowing the photographer to have unsupervised access to our students.
* not allowing the photographer to carry out sessions outside the event or at a student’s home.
* reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

1. **PHOTOGRAPHS AND/OR FILMING FOR WIDER USE**

If people such as local journalists, professional photographers (not hired by M4U) 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 students 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.

M4U will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from students 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 students and parents that an external photographer is present and ensure they are easily identifiable, for example by using them with an identification badge.

If M4U is 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.

1. **STORING IMAGES**

We will store photographs and videos of students securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

We will only store images on password protected portable equipment such as laptops, memory sticks and mobile phones.

**CONTACT DETAILS:**

**Photography & Images Co-ordinator**

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Title: Operations & Creative Manager

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**NSPCC Helpline:**

0808 800 5000

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| **This Policy was written in line with NSPCC Guidelines** | |
| **Implemented on** | 29 February 2024 |
| **Reviewed no later than** | 28 January 2025 |

**This policy forms part of Music 4 U’s Core Values and should be read collectively with:**

* Anti Bullying Policy
* Child & Vulnerable Adult Protection & Safeguarding Policy
* Child & Vulnerable Adult Protection Reporting Procedure
* Code of Behavior Adults
* Code of Behavior Students
* Comments, Compliments & Complaints Procedure
* Equality & Diversity Policy
* GDPR Policy
* Health & Safety Policy
* Online Safety & Social Media Policy
* Photography & Film Policy
* Whistleblowing Policy

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