



Photography and Filming Policy

About this policy:

Art in Poundbury (AiP) is a Community Interest Company (CIC). Although we do not primarily work with children, young people and or vulnerable adults, AIP CIC has a policy of inclusivity and may run activities, exhibitions, outreach workshops or other events which may include these groups. We are committed to protecting children, young people, vulnerable adults, and those of all ages with whom we come into contact. Our commitment is captured in our Safeguarding Policy. As images may be considered as personal information, how we handle these will be in line with our Data Protection Policy.

We use publicity and promotional materials in print form, on the internet (including social media and website) to engage with our community and promote our work and activities.

The purpose of this policy statement is to:

- Set out the principles that guide our approach to photographs/videos being taken of children, young people and adults during our events and activities.
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children, young people and adults.
- This policy statement applies to all volunteers and other adults associated with Art in Poundbury.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people and adults in the United Kingdom.

We recognise

Sharing photographs and films of our activities can help us celebrate the successes and achievements of our artists, community engagement activities, provide a record of our activities and raise awareness of our organisation

The welfare of the children, young people and adults taking part in our activities is paramount

Anyone who is vulnerable, children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, race, religion or belief, sex or sexual orientation

Consent to take images of children is only meaningful when children, their parents and carers 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 of children and other vulnerable people online.

Obtaining consent

The only circumstances where individual consent would not be needed is a large-scale public event where they are not individually identifiable.

Adults: We define an adult as age 18 years and older. We will always obtain written consent from an adult before using their image.

Vulnerable adults: A vulnerable adult is someone 18 years and older who is unable to protect themselves from harm, abuse, or exploitation. If an adult lacks the capacity to consent, we will not use their image. If we have concerns that an adult does not have the capacity to give consent to photography or filming or understand the purpose for which photographs or films are being taken during an activity, they will discuss this with them, including if appropriate, any support person or personal assistant for the adult. If after this conversation we feel that the adult still cannot give consent, then we will not use their photo.

Children: We define these as those under 12 years old. We will always obtain written consent from their parents or carers before taking and using a child's image.

Young people: We define those as 12 years old up to under 18 years old. We will always obtain written consent from their parents or carers and the agreement of the young person before taking and using their image. If a young person is unaccompanied by a parent/guardian for an event, if they give their agreement for photographs or films, we will send the consent form to the parent/guardian to obtain their consent before we use the film taken. If consent is not given, all images will be destroyed and not used.

Providing clear information

We will always explain:

- what images will be used for,
- how they will be stored, for how long and
- what potential risks are associated with sharing their image
- They are free to withdraw a given consent at anytime.

We will make it clear that if they withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.

During the event

The photographer(s) must always wear identification.

AiP photographers will only have access to children, young people or vulnerable adults when supervised.

After the shoot

Photographs/films taken for AiP use will be sent to the Artistic Director (or those given permission by her) for appropriate usage and storage and deleted off other devices within 10 days.

We will be reducing the risk of images being copied and used inappropriately by:

- only using images of children in appropriate clothing, including safety wear if necessary
- avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- If a person must be named in an image, ideally use first name only
- only using images of adults in appropriate clothing
- using images that positively reflect young people's and adults' involvement in the activity
- We will store photographs and videos in accordance with our child protection and safeguarding policies and our data protection policy.
- We will keep hard copies of images in a locked container and electronic images in a protected folder with restricted access to those authorised by the Artistic Director team members.

Images will be stored for no longer than five years. We will never store images on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Event Photography Policies

- Using photography and filming as part of our support activities should only be done with AiP permission and must follow our consent requirements.
- We will share in the pre-event communications that photos/filming will be taking place on site and to contact us if they do not wish to be included in any footage.
- We will also place clear signs at the event to remind guests of this, if they haven't seen pre-event communications.
- We will share our Consent Form on our website/event registration page in advance of the event so written consent can be given or refused.
- Where circumstances do not allow written consent to be obtained in advance, we will obtain written consent/refusal on the day. In the event written consent is not possible on the day, we will get verbal consent and written within 7 days.

If we hire a photographer for one of our events, we will seek to keep children, young people and adults safe by:

- providing the photographer with a clear brief about appropriate content and behaviour.
- providing the photographer with our Safeguarding policies and our Code of Conduct.
- always ensuring the photographer wears identification
- We will do this by sharing our consent form with them for their use and directing them to this policy for guidance
- not allowing the photographer to have unsupervised access to children
- Limiting photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by AiP) wish to record one of our non-public events and share the images professionally or in the wider world, they will need to seek permission in advance. AiP cannot take responsibility for situations where a journalist has not asked for permission.

They should provide:

- the name and address of the person using the camera
- the names of children, young people or adults 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.
- AiP will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from people who are the intended subjects of the images, and we will inform the photographer of anyone who does not give consent.

At the event we will inform those present that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

Photography and/or filming by individuals

At public events, AiP cannot control filming and individual actions of people attending the event. Therefore, this policy will only apply to AiP volunteers at these events.

At no-public events, when adults, young people or children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publicise 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 participants that they need to give consent for AiP to take and use their images
- asking for photos or videos taken during the event to not be shared on social media without the prior verbal consent of those in the footage or their parents or carers if necessary.

- 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 participants who they can talk to if they have any concerns about images being shared.

Contact details

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