



CHILD PHOTOGRAPHIC AND VIDEO IMAGES POLICY

Introduction

The Company of Four welcomes positive publicity and there are many occasions on which it is a good thing to make use of photographs and video images that include children and young people. This is perfectly proper and to be encouraged. However, the Company will do all it can to ensure that images are used properly, to establish the right balance between the proper use of technology and the safety of our children and young people at all times. Children & young persons are defined as being under 16 years.

The Company of Four Management Committee recognises that photographs have to be used in a responsible way. We respect the children's and parents' rights of privacy and we are, as a Company, very aware of any potential safeguarding and child protection issues. The aim of the Company's policy is to minimise the risks in relation to the use of photographs in Company publicity materials, on its website, in local newspapers and on publicity boards. To this end all parents will receive a copy of the policy and parental consent (Appendix 1) will be secured for the use of photographs and filming.

Data Protection Act

Photographs and video images of child members of the Company are classed as personal data under the terms of the Data Protection Act 1988. Therefore, using such images for publicity purposes will require the consent of child's legal guardian. This means that without the consent images of children on websites, in publications or in a public place may not be displayed.

Implementation

The implementation of the policy is the responsibility of all members. The Child Protection Lead will manage the data regarding children without consent. The Company's web site administrator is responsible for updating the website photographs. The Company's publicity lead is responsible for updating the publicity materials. The Child Protection Lead, or delegate, will hold a signed Consent Form for each child.

General Principle of Photography and Video Recording

All pictures taken will be appropriate and will show children and young people properly clothed for the activity they are engaged in.

Child and Young People Images in Company Publicity Material

- If a child is named – no photograph will be used.
- If an individual photograph is used – no name shall be given.
- Only images of children suitably dressed will be used.
- In activities such as dance the content of the photograph will focus on the activity and not on a particular child.
- No image of a child subject to a court order will be used.
- Images will be stored securely and used only by those authorised to do so.
- From the date of this policy photographs of children who have left the Company will only be used if consent was given at the time the photograph was taken.

Website: www.cof4.co.uk

- Only appropriate images will be used on the Company's internet site.
- Care shall be taken to ensure that a file name of a photograph does not identify a child.

Newspapers

- For all photographs names will only be supplied if prior permission has been obtained on the consent form.
- Please note that some newspapers will refuse to publish photographs without a name and as such children may need to be omitted from these photographs (if permission not given).

Photography & Filming at Events

- Shows will be classed as 'no filming' and notice will be given to in the programme and an announcement made before the performance.
- Some events may be filmed by an official DVD's sold.
- All visitors will be expected to turn off camera phones on entering a Company show.
- Parents or any other spectator will be required to inform the Company Child Protection Lead if they wish to use photographic equipment.
- In certain circumstances a 'designated area' for filming may be identified.
- If an appointed photographer is used:
 1. A clear brief on appropriate content and behaviour will be provided
 2. Identification will be worn at all times
 3. Parents will be informed that a photographer will be in attendance
 4. There will be no unsupervised access to children in one-to-one filming sessions
 5. No photography or filming will be allowed outside the realms of the event.

Dressing Rooms

- Photos will be allowed to be taken in the Dressing Rooms but only when everyone in the room is fully dressed. Chaperones are asked to ensure this requirement is enforced.
- Permission must be gained from all persons photographed if anyone wishes to post any photos on any social network sites

Company Archive

The Company maintains an archive of old photographs. These photographs are not for general circulation but may form part of future displays or exhibitions. These may be viewed by parents on request.

For some events photographs are displayed for parents and members may be sold – this is managed by the management committee. This also gives parents an opportunity to buy photographs of their own children taking part in Company events.

Monitoring

This policy will be monitored by the Company of Four management committee and revised as appropriate. Any incidents of concern relating to this policy should be referred to the Company's Child Protection Lead or a member of the management committee.

Appendices

Appendix 1 Consent Form



Consent Form - Safe Use of Photographs

This form will be renewed annually. If at any time you change your mind a new form can be requested, completed and returned to the CO4 Child Protection Lead.

If this Consent Form is not returned within four weeks before the opening night, the Company shall assume that you consent to your child being photographed as detailed below.

I DO/DO NOT CONSENT (Delete as appropriate):

- **TO MY CHILD BEING PHOTOGRAPHED BY A PHOTOGRAPHER AUTHORISED BY THE COMPANY OF FOUR (members and professional)**
- **FOR PUBLICATION IN COMPANY OF FOUR PUBLICITY MATERIALS (E.G. PROGRAMMES, PUBLICITY DISPLAYS)**
- **FOR USE ON THE COMPANY OF FOUR WEBSITE**
- **FOR PUBLICATION IN LOCAL PRESS IN A GROUP OVER OR UNDER 10 CHILDREN**
- **WITH OR WITHOUT NAME**

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____