

Photography and Filming Policy

Starmaker Theatre Company is fully committed to safeguarding the well-being of its participants. All paid & unpaid volunteers should be fully aware of the organisation's Photography and Filming Policy. They should also show respect and understanding of the rules regarding the use of photography and filming of our children and young people.

The purpose of this policy statement is to:

- protect children and young people who take part in Starmakers' events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people 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 children and young people

This policy statement applies to all staff, volunteers and other adults associated with Starmaker.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- the welfare of the children and young people taking part in our activities is paramount
- children and their parents/carers 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 children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- asking for written consent from a child's parents or carers before taking and using a child's image
- never publishing personal information about individual children
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately and only using images of children in appropriate clothing
- using images that positively reflect young people's involvement in the activity.

Photography and Filming Policy

Photography and/or filming for personal use

We do not condone or permit the use of photography or filming in the audience of our productions but if children, parents/carers or spectators do take photographs or film at our events and the images are for personal use, we will publish guidance about image sharing in the programmes or announce details of our photography policy before the start of the event. This may include:

- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children and their parents/carers 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 children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Starmaker's use

We recognise that our production team/teachers may use photography and filming as an aid in activities such as music or drama. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

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

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children and parents/carers that a photographer will be at the event and ensuring they
- give written consent to images which feature their child being taken and shared
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Starmaker) 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 reason for taking the images and/or what the images will be used for

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

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Storing images

We will store photographs and videos of children securely.

We will keep electronic images in a protected folder with restricted access.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Starmaker understands that videos will be made of rehearsals which are shared on our private Facebook pages to aid rehearsal processes. Any members of the production team, staff, committee members or volunteers must delete these videos from their recording devices once they have been uploaded/shared.

If you have any concerns about the abuse of photos or videos, please refer to the Child Protection Policy and follow the reporting procedure.

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