



Sharnbrook Amateur Theatre Trust

Photograph, Film and Digital Media Guidance

The Safeguarding of children, young people and vulnerable adults

Policy statement:

The Sharnbrook Amateur Theatre Trust (SATT) has a duty of care to safeguard all children, young people and vulnerable adults involved in the arts activities. The Safeguarding and Child Protection Guidelines adopted by the Sharnbrook Amateur Theatre Trust provide clear direction to staff and volunteers about expected codes of behaviour, the development of good practice and sound procedures. This ensures that child protection concerns may be handled sensitively and professionally in ways to support the needs of the individual.

Policy aims:

The aim of the Sharnbrook Amateur Theatre Trust *Photograph, Film and Digital Media Policy* is to promote good practices by:

- Creating a positive atmosphere for children, young people and vulnerable adults to work within whilst attending Sharnbrook Mill Theatre.
- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of Sharnbrook Amateur Theatre.

- Allowing all Sharnbrook Amateur Theatre staff and volunteers to make informed and confident responses to specific child protection issues.

Terminology:

- A child – is defined as a person under the age of 18 (The Children Act 1989);
- To disclose – in the context of child protection, the term means to reveal or divulge information about having suffered from abuse or neglect.
- A vulnerable adult – a person who is or may be in need of community care services because of mental disability or other disability, age or illness, and who is, or who may be unable to take care of themselves or unable to protect themselves from significant harm or exploitation.
- A young person – is in the upper age ranges of the official definition of a child. The term has no legal status but acknowledges that people aged 16-19 may not think of themselves as 'children'.

POLICY GUIDANCE

Photographing Children and Young People

The advancement in digital technology has made the issue of photographing children and young people an emotive subject. Organisations will find they are just as likely to be criticised for over-reacting as they are for appearing not to react to concerns.

The majority of instances when people photograph children/young people will be valid and, therefore, not a cause for concern. Regrettably, there are occasions when this is not the case and technology such as digital and mobile phone cameras, websites, etc., have made the potential for the misuse of images easier.

Organisations will recognise that photographs taken for example, for school and family use can be a source of pleasure and pride to the child/young person, parents and family. However, The Sharnbrook Amateur Theatre Trust also has a responsibility to manage the increasing risks and ensure children/young people are protected from these risks, in particular vulnerable individuals, whilst ensuring individual rights are respected.

The following guidelines are intended to assist production teams when putting together a production and are intended to apply to all forms of pictures and images whether they be used as printed material, on the web or any in any other media.

POLICY GUIDELINES

The Sharnbrook Amateur Theatre Trust should ensure that, as a minimum, production teams and workshops include and/or address the following.

Authorised Photographer

The Sharnbrook Amateur Theatre Trust should only allow photographs to be taken by a person authorised by the trust.

For example, a commercial photographer employed to photograph annual school/class photographs, a press photographer, etc or a person who has a suitable reason and/or relation to the child/young person or organisation. For example, parents at a school play, a member of staff for a publication/promotional leaflet, etc.

Any person involved with The Sharnbrook Amateur Theatre Trust suspecting a person of taking unauthorised photographs, or undertaking unauthorised filming, of children/young people should immediately contact the Police and/or designated Child Protection Officer.

Use of image

Unless photographs are taken as a consequence of press or media coverage, the Sharnbrook Amateur Theatre Trust should ensure they are used for an individual purpose not a public purpose e.g. not posted on the internet and not passed on to others unconnected with the child/young person. This should be brought to the attention of the parent, legal guardian or other authorised relative, in those circumstances where they are the authorised photographer.

When photographs are taken as a consequence of press or media coverage, or they are being taken for promotional or similar purposes (see Press photography and other media filming below) parents/carers permission must be sought first (see also Consent and Permission and the Data Protection Act below).

If it is intended to subsequently display press, promotional or similar photographs in the premises or publications of agencies again parents/carers should be made aware of this and have consented to it.

The Sharnbrook Amateur Theatre Trust should ensure parents/carers are specifically aware if the photograph or image is intended for use in a potentially sensitive publication.

For example, a parent or carer may be willing to give consent for their child/young person's photograph to be used in a health promotion leaflet/poster but may not have been willing to do so had they known the publication related to a play involving sensitive themes, i.e. rape, abuse or alcohol, etc.

Appropriateness of images

Pictures and images taken of children/young people must be done in such a way that reflects the protective ethos of the Sharnbrook Amateur Theatre Trust.

Only pictures and images of children/young people suitable dress should be used to lessen the risk of inappropriate use.

No images to be taken of children/young people that capture them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.

Particular care must be taken when photographing children/young people undertaking physical activity. Images involving groups should be about the activity, not the individual child/young person.

Whenever possible images should be inclusive showing children/young people from a range of diverse backgrounds and abilities and giving positive messages of children/young people with disabilities.

Identifying a child

There may be occasions when a child/young person or his or her parent's security is a known risk. The Sharnbrook Amateur Theatre Trust is advised not to allow such children/young people to appear in any photograph or image. Even if there appears to be no risk and consent has clearly been given, the Sharnbrook Amateur Theatre Trust should consider very carefully about allowing a child/young person to be photographed, or appear in an image, and should ensure the camera angle doesn't result in a full face or close up of the child/young person.

For example, photographs taken over a child/young person's shoulder or from behind normally mean the child/young person is less identifiable.

An unauthorised person should not be able to identify a child/young person or their whereabouts from any photograph.

Therefore, the Sharnbrook Amateur Theatre Trust is advised:

- if using a photograph or image do not use a child/young person's full name. Use a child/young person's first name or a general caption e.g. a class undertaking a dance workshop, etc;
- If a child/young person's name must be used in full do not use a photograph or image.

The Sharnbrook Amateur Theatre Trust must also take care that they do not inadvertently name a child through the use of name badges. Remember also that children/young people can be identified by logos and emblems.

For example, school badges/school names on jumpers. With modern digital technology it should be possible to blank these out before printing the photograph/image.

Press photography and other media filming

The media have, and operate under, their own code of practice.

Children/young people should not be photographed or filmed by the media, or approached to be photographed or filmed at the premises, or an event, of the Sharnbrook Amateur Theatre Trust without the express permission of the trust. This may be more difficult to control if the media are responding to a news story. In such circumstances agencies should immediately contact their press office(r) for advice and guidance.

Any person involved with the Sharnbrook Amateur Theatre Trust suspecting a person of taking unauthorised photographs, or undertaking unauthorised filming, of children should immediately contact the Police.

If the Sharnbrook Amateur Theatre Trust intends to invite the media for publicity purposes, the Sharnbrook Amateur Theatre Trust should inform the press of your policies before they arrive.

It is worth noting that it is not illegal to take photographs at a public event even if asked not to do so, but if your event is private then the Sharnbrook Amateur Theatre Trust can insist that our own policy is followed.

The media will often wish to name a child/young person in any photograph or film clip. Additionally, they may also wish to include other personal information, for example a child/young person's age, etc.

Therefore, it is essential the Sharnbrook Amateur Theatre Trust make parents/carers aware of this and give them an opportunity to object to their child/young person being included in media photos or filming. Any child/young person who the Sharnbrook Amateur Theatre Trust knows should not be photographed must be kept away from the cameras.

As far as possible, the Sharnbrook Amateur Theatre Trust should seek to ensure pictures of children/young people in activities should include a wide range of types of children/young people as possible, and not show them in breach of rules, or behaving in a reckless or dangerous fashion.

Mobile phones

Virtually all mobile phones now contain a facility to take photographs and videos and to transmit images taken, including uploading them on to the internet.

Whilst it is recognised mobile phones and their usage is more difficult to police, the Sharnbrook Amateur Theatre Trust should recognise the increased risks this presents. The trust should ensure clear limits on their use which may include a total ban in some circumstances.

For example, a workshop/rehearsal will no doubt wish to ban their use by individuals because of the clear potential for disruption to the rehearsal. As such a ban is normally in place with regard to the audio aspect of a mobile phone it would be an extension to this principle.

Consent and Permission and the Data Protection Act

The Sharnbrook Amateur Theatre Trust should be aware that photographs and videos taken purely for personal use do not breach the Data Protection Act. However, if the "event" is private then the trust can insist that its own policy is adhered to.

For example: Parents, carers, grandparents, etc. cannot be prevented from videoing a youth production on the grounds that it would be breaching the Data Protection Act. However, if the Governing Body

decides their policy is not to allow the videoing of youth productions for Safeguarding reasons this would be permissible as the event would be classed as private, i.e. it is taking place on private property.

The Data Protection Act does deal with issues of “sensitive” personal data and an image would be classed as such if for example, it is possible to infer, an individual’s religious beliefs from that photograph (i.e. First Communion photographs). The Data Protection Act also has implications for anyone processing of images and, therefore, may have implications for photographs and videos, etc. taken for official use to be used on websites or, school publications, etc.

The Sharnbrook Amateur Theatre Trust should always obtain the explicit written consent from a child/young person’s parent/carer where photographs, videos or similar images are taken and/or used. It would also be good practice to ascertain the views of the child/young person subject to the normal proviso of age and understanding, etc. In obtaining consent, the trust should also ensure that parents/carers/child/young person are clear and understand the reason an image is required and the purpose for which it may be used.

The Sharnbrook Amateur Theatre Trust should take particular care over the wording of any consent form used. Consent for Photographs and/or videos may not extend to use on websites or webcams.

Where a child/young person is in public care (Looked After), the consent of the corporate parent behalf must be obtained via the child/young person’s social worker.

If consent for a period of time is sought, for example for the duration of the time the child/young person attends a rehearsal or workshop, the Sharnbrook Amateur Theatre Trust should ensure arrangements exist for changes in circumstance. Parents/carers retain the right to withdraw their consent at any stage.

Sources of further information

'Keeping your child safe on the internet' Publication by UK online and the Home Office	www.wiseuptothenet.co.uk
DCSF Teachernet for Schools	www.teachernet.gov.uk
The Child Protection in Sport Unit	www.thecpsu.org.uk
The Information Commission	www.dataprotection.gov.uk
Press Complaints Commission Code of Practice	www.pcc.org.uk/cop/cop.asp
Internet Watch Foundation	www.internetwatch.org.uk

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