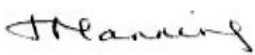






## Photography and Filming Policy

Policy Ref: TMP79v2

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2024
	Colin Foster	Assistant Principal		July 2024
Approved by	Martin Heaton	CEO		July 2024

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**

# Photography and Filming Policy

Policy Ref: TMP79v2

## Record of Changes

Version	Issue Date	Changes	Initials
v1	Apr 2024	Initial issue	JM/CF
v2	July 2024	Annual review, references checked and updated	JM/CF

Date of Next Policy Review: July 2025

## Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

## Scope and Purpose

This policy applies to all staff, volunteers and other adults associated with TMP College. It reflects the safeguarding needs of the children and young people TMP College works with and aligns with our other key safeguarding policies, procedures and standards.

The capture of images and videos of our learners is an integral part to many aspects of our core services as an education provider. These include:

- Images and videos of performances from learners on our Music and Performing Arts courses, used for evidence and assessment purposes,
- The production of film/ media/ music videos/ showreels by the learners as part of their coursework, which may contain images of our learners,
- Visual media gathered and used for publicity purposes (e.g. notice boards, website, social media, advertisements etc)

The purpose of this policy statement is to:

- protect children, young people and vulnerable adults who take part in TMP College's services, 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, young people and vulnerable adults 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, young people and vulnerable adults.

## Legal framework

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

Further details of the relevant key legislation and guidance can be found within the Safeguarding policies for children (TMP1) and vulnerable adults (TMP2)

## Policy Statement

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults 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 children, young people and vulnerable adults, provide a record of our activities and raise awareness of our organisation
- the welfare of the children, young people and vulnerable adults taking part in our activities is paramount
- children, young people and vulnerable adults 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, young people and vulnerable adults is only meaningful when they and their parents/carers (if appropriate) 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, young people and vulnerable adults online.

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

- always asking for written consent from children, young people and vulnerable adults and their parents or carers (if appropriate) before taking and using their images
- 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 children, young people and vulnerable adults and their parents or carers (if appropriate) 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 children, young people and vulnerable adults whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- making sure children, young people and vulnerable adults and their parents or carers (if appropriate) understand how images 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 by:
  - only using images of children, young people and vulnerable adults in appropriate clothing (including safety wear if necessary)
  - avoiding full face and body shots of children, young people and vulnerable adults and their parents or carers (if appropriate) taking part in activities such as swimming where there may be a heightened risk of images being misused
  - using images that positively reflect young people's involvement in the activity.

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

## **Photography and/or Filming for Personal Use**

When children, young people and vulnerable adults themselves, parents, carers 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 children, young people and vulnerable adults and their parents or carers (if appropriate) that they need to give consent for TMP College 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 children, young people and vulnerable adults and their parents or carers (if appropriate) 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, young people and vulnerable adults and their parents or carers (if appropriate) who they can talk to if they have any concerns about images being shared.

## **Photography and/or Filming for TMP College's Use**

We recognise that our staff and learners may use photography and filming as an aid in activities such as music or drama. However, this should only be done with TMP College's permission and using our equipment, unless express permission is given by a DSL of the College.

Children, young people and vulnerable adults and their parents or carers (if appropriate) 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 children, young people and vulnerable adults safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, young people and vulnerable adults and their parents or carers (if appropriate) that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children, young people and vulnerable adults
- not allowing the photographer to carry out sessions outside the event or at the home of children, young people and vulnerable adults
- reporting concerns regarding inappropriate or intrusive photography following our Safeguarding and child protection procedures.

## **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by TMP College) 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 children, young people and vulnerable 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.

TMP College will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children, young people and vulnerable adults and their parents or carers (if appropriate) 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, young people and vulnerable adults and their parents or carers (if appropriate) that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a relevant visitors lanyard.

If TMP College 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.

## **If Consent to take Photographs is not given**

If children, young people and vulnerable adults and their parents or carers (if appropriate) do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the children, young people or vulnerable adults or make them feel isolated.

We will never exclude a child, young person or vulnerable adult from an activity because we do not have consent to take their photograph.

## **Storing Images**

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

Electronic images, including photographs or videos, will be stored on TMP College's secure Cloud-based storage area. Images will not be stored on unencrypted portable equipment such as laptops,

memory sticks and mobile phones or on desktop computers. Where these devices are used to temporarily store data (e.g. memory sticks) these will be deleted as soon as possible after use, which in most cases is before the end of the working day.

Wherever possible, only cameras or devices belonging to TMP College should be used to take photos and recordings of children. However, TMP College does recognise that from time to time, due to availability, staff may use personal equipment. In such cases, the following procedure must be followed:

- Staff member requests approval from a DSL prior to using a personal device to capture images or videos, together with the reasons why.
- DSL considers the request and provides approval, or not, of the request.
- As soon as is possible, which in most cases is before the end of the working day, the staff member will upload the digital files to the secure Cloud-based storage area and delete all images and videos from their devices. The staff member then informs the DSL as soon as this has been completed.
- From time to time, DSL's may request to view images and videos stored on the personal devices of staff, to ensure that all images have been deleted.

### **Consent Forms**

An example of an image consent form is given in the following page.



## Consent form for use of images (photographs, videos, and digital images)

We use images of students as part of college displays and newsletters, on the college's website, on social media and for publicity purposes in printed publications, such as newspapers.

From time to time, TMP College may be visited by local media and press, who take images of college events. Students may appear in these images, and these may be published in local or national newspapers, or on approved websites. Where any organisations other than those above intend to use images of you, additional consent will be sought before any image is used.

To comply with the General Data Protection Regulations (GDPR) we need your consent to take images and use them in the ways described above. Please tick either Yes or No

	Yes	No
I give permission for my image to be used on TMP College's website		
I give permission for my image to be used on TMP College's social media pages, e.g. Twitter, Facebook		
I give permission for my image to be used in marketing materials, e.g. College brochures, prospectus, banners, newsletters, presentations, films		
I give permission for my image to be used in the local newspaper		
I give permission for my image to be used in national newspapers		
I give permission for my image to be used within College for display purposes that might be seen by visitors		

This form is valid from the date of signing until you leave college. Photographs and videos used for publicity purposes may continue to remain in circulation after you have left the College. You have the right to withdraw your consent at any time but it may not be possible to remove images that are already in circulation or have already been published although every effort will be made to do so. If you would like to withdraw your consent, you must submit your request in writing to the Principal.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_