

Photographic and Media Policy

Spixworth Amateur Players (SAPs)

1. Purpose

This policy sets out how SAPs uses photographs, video, and other media. It ensures that publicity and recording of our activities are done safely, respectfully, and in line with safeguarding and data protection requirements.

2. General Principles

- Photographs and video are an important part of promoting SAPs and celebrating our productions.
- Media will only be used for legitimate purposes such as publicity, programmes, social media, and the SAPs website.
- SAPs will always respect the rights and wishes of members regarding the use of their image.
- Public performances currently allow photos and videos to be taken by the audience.

3. Permissions

- **Members** Consent for photography and media use is collected via the membership form.
- **Members** may withdraw consent at any time by notifying the committee in writing.

4. Safeguarding

- No photographs or video of children or vulnerable adults will be used without appropriate consent.
- Cameras and mobile phones must **never** be used in changing rooms or toilets.
- All media must comply with SAPs' Safeguarding and Child Protection Policy.

5. Use of Media

- Media may be used in:
 - Show programmes
 - Posters and flyers
 - SAPs website and social media accounts

- Local press or community publicity
- Content will be checked to ensure it is accurate, respectful, and does not bring SAPs into disrepute.

6. Member Responsibilities

- Members must obtain permission before posting photos of other members on personal social media.
- Members must not post defamatory, misleading, or inappropriate content relating to SAPs.
- Any concerns about media use should be reported to the committee.

7. Storage and Retention

- Photographs and video will be stored securely by SAPs officers.
- Media will be retained only as long as it is relevant for publicity or archive purposes.
- Members may request removal of specific images from SAPs platforms.

30.08.26