

## Photograph and image sharing guidance

### The purpose and scope of this policy

The purpose of this policy statement is to:

- protect children and young people who take part in Theatrics 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 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 Theatrics.

### Legal framework

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

### 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:

- always asking for written consent from a child's parents or carers before taking and using a child's image. It is the parent/carers responsibility to ensure the child is happy for this consent to be given.
- changing the names of children whose images are being used in our published material on request of their parent/ carer (and only using first names if we do need to identify them)
- 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 upon request
- reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing
- using images that positively reflect young people's involvement in the activity.

Anyone who has concerns about misuse or abuse of images of children or young people taken at Theatrics should report these immediately following the *Procedures for responding to concerns about a child or young person's wellbeing* policy in this document.

Photography and/ or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our event 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 parents/carers and children that they need to give consent for Theatrics to take and use images of children
- 🎬 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 setting 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 Theatrics use

At Theatrics we may use photography and filming as an aid to showcase any drama performances or activities. However, children/young people and their parents/carers must be made aware that this is part of the programme and give consent.

When taking pictures at our events, we will seek to keep children and young people safe by:

- 🎬 ensuring there is a clear brief about appropriate content and behaviour
- 🎬 ensuring everyone at the event is aware of who is taking pictures on behalf of Theatrics
- 🎬 ensuring all children/young people and their parents/carers have given written consent to images which feature their child being taken and shared
- 🎬 reporting all 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 Theatrics) 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 they wish to take images of
- 🎬 the reason for taking the images and/or what the images will be used for
- 🎬 a signed declaration that information provided is valid and that the images will only be used for the reasons given.

Theatrics will verify these details and decide whether to grant permission for photos/films to be taken. We will seek consent from the children who are intended subjects of the images and their parents/carers and inform the photographer of anyone who does not give consent.

We will inform children, parents and carers that an external photographer is present and will ensure they are easily identifiable, for example by using an identification badge.

If Theatrics is concerned that someone unknown to us is our events or activities for photography or filming purposes, we will ask them to leave and follow any child protection procedures deemed necessary.

### Storing images

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

Theatrics does not permit staff or volunteers to take any photos or recordings that are not intended to be used for official purposes.

Theatrics will not store any images of children or young people after the images have been used for the official purpose they were taken.