

Photography and Film Policy

The purpose and scope of this policy statement

Through our workshops, performances, artistic activities, and community events Restoke connects with a broad range of people of all ages and backgrounds, including children, young people and vulnerable adults.

The purpose of this policy statement is to:

- protect children, young people and vulnerable adults who take part in Restoke's 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 at our events, activities and performances
- to ensure that we operate in line with our values and within the law when creating, using, sharing and storing images.

We believe that:

- no one should ever experience abuse of any kind
- we have a responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults and to take, share, use and store images safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our work, 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
- all participants in our activities 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 is only meaningful when people 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 and vulnerable adults online.

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

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family 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 whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about an individual child / group of children. However, there may be occasions where we would like to celebrate the achievements of pupils from a particular school – in these circumstances, additional permissions will be sought
- making sure participants, children, their parents and carers understand how images of children will be securely stored 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 in appropriate clothing
 - using images that positively reflect young people's involvement in the activity.

Photography and/or filming for personal use

At events when adults, children, parents, carers or spectators are taking photographs or filming for personal use, we will publish guidance before and/or during the event about our photography policy and limitations on sharing the images on social media. This will be particularly relevant where consent has not been given by all participants taking part.

Film and photography by participants, parents or other spectators during workshops which include children and/or vulnerable adults will not be permitted. Restoke maintain the right to remove anyone from the session who is does not follow guidance.

Photography and / or filming for Restoke's use

Upon registering for workshops, participants (and where necessary parents and guardians with parental consent) are made aware that photography and filming is part of the programme are required asked whether they give consent for them, or their child/children.

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Where Restoke commissions a photographer and/or filmmaker to document our workshops or events, we will seek to keep children and young people safe by:

- providing the photographer/filmmaker with a clear brief about appropriate content and behaviour
- informing participants, children, their parents, and carers that a photographer will be present before the workshop takes place
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- providing means of reporting concerns regarding inappropriate or intrusive photography.

Storing images

We will store photographs and videos securely by:

- keeping hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.
- we will never store images on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Restoke does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Restoke and / or commissioned photographer should be used.

Consent

Restoke has three levels of consent depending on the nature of the event and / or workshops.

1) Film and photography at public events

In the UK, there is no legal power to prevent photography or filming in a public place, including of children or vulnerable adults. However, Restoke are aware that some people may not wish for their photograph to be taken. If you do not want your, or your child's photograph to be taken at an event, please notify the photographer, filmmaker or staff member. You can also notify us by emailing: info@restoke.org.uk

2) Film and photography at workshops (including research and development sessions (R&D) for performances)

Every Restoke workshop has a unique digital registration form. On these forms you will be asked for your consent (or parental consent for a child) for photographs and/or film to be taken. You can withdraw or add your consent at any time by emailing us at: monitoringrestoke@gmail.com

3) Film and photography at rehearsals for performance, and ticketed performances

Performance work produced or co-produced by Restoke will require unique film and photography consent which takes into consideration the type of work and participants involved and how the performance will be shared – in person, online and offline. Before the rehearsal period commences, participants will be informed of how photographs and / or film will be used and by whom; this may include press-related publications and / or external partner communications such as 3rd party websites, social media and printed marketing materials.

If external agents such as local journalists, professional photographers not hired by Restoke 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
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Restoke will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the participants who are the intended subjects of the images and if required, their parents and inform the photographer of anyone who does not give consent.

If Restoke 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 safeguarding procedures.

Children aged between 13-16

In addition to parental consent, Restoke will seek 'on the day' verbal consent from children aged between 13-16.

Vulnerable adult / disabled person

There may be occasions where Restoke's Safeguarding Lead, Clare Reynolds, may seek further consent if it's felt that a vulnerable adult may not be able to give explicit consent.

If consent to take photographs is not given

If participants, including children aged between 13-16, parents and/or carers 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 child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- [Children, Young People & Vulnerable Adults Protection Policy](#)
- [Privacy Policy](#)

Further information and contact details

Any questions or queries relating to this policy, please contact: info@restoke.org.uk

Restoke Safeguarding lead: Clare Reynolds, Artistic Director: clare@restoke.org.uk

We are committed to reviewing our policies every three years.

This policy was implemented on: 24th November 2023

This policy was last reviewed on: 24th November 2023