

Filming and photography policy



Introduction

Culture Vannin works with children as part of its activities.

These include: educational films, documentary films, recording concerts, workshops and events.

A child is defined as a person under the age of 18 years and for the purpose of this policy where the word 'child' or 'children' is used it also includes vulnerable adults. Where 'parent' is used, it includes guardians and carers.

The aim of this policy statement is to:

- protect children who take part in Culture Vannin'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 of children 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.

Culture Vannin will ensure the safety and protection of all children involved with the work of the organisation through adherence to the following documents:

- *Standards of Conduct*
- *Safeguarding policy, guidelines and procedure*
- *Filming and Photography policy (this document)*
- *Risk assessments*

This policy statement applies to all staff, volunteers and adults working with or for Culture Vannin.

Guiding legislation

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

- Children and Young Persons Act 2001
- Data Protection Act 2002
- European Convention on Human Rights, the Criminal Justice Act 2001
- Copyright Act 1991.

We believe that:

- children should never have to experience abuse of any kind
- we have a responsibility to promote the welfare of all children, 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, provide a record of our activities and raise awareness of our organisation
- the welfare of the children taking part in our activities is paramount
- there are potential risks associated with sharing images of children online

- children and their parents 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 children and their parents 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

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

- always asking for written consent from a child and their parents before taking and using a child's image, in any situation created by Culture Vannin for the purpose of obtaining such images
- 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
- never using the full names of children whose images are being used in our published material
- never publishing personal information about individual children
- 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
 - ❖ reporting the abuse or misuse of images of children as part of our safeguarding 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 themselves, parents, or spectators are taking photographs or filming at our events and the images are for personal use, we will direct people to this policy on our website before and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents and children that they need to give consent for Culture Vannin 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 and their parents 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 and parents who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Culture Vannin's use:

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- informing children and their parents that a photographer will be at the event

- not allowing the photographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedures.

Photography and/or filming for wider use:

If people such as journalists or independent professional photographers wish to record one of our events and share the images professionally or in the wider world, they should seek our permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children or groups they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for

At the event we will inform children and parents that an external photographer is present and ensure the photographer is identified.

If Culture Vannin is concerned that someone unknown to us is using our sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

If consent to take photographs is not given:

If children and/or parents 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.

Storing images:

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

Images will be stored indefinitely unless an individual asks us to remove or delete any stored image or video.

Culture Vannin employees may take photographs or videos of events on personal phones. These pages and recordings will then be shared to a central repository and deleted from phones.

This is the policy of Culture Vannin as an organisation. Whilst we will ensure those attending our events are aware of this policy, we are not able to police how other participants or parents take or use photos and cannot be considered liable for any infringement made by other parties.

Version	Date	Signed	Frequency of review	Date of next review
1.0	April 2024		annual	March 2025

Culture Vannin is the trading name for the Manx Heritage Foundation, registered charity 333 in the Isle of Man.