

## Stourbridge Amateur Operatic Society

### Using photographs, videos or other recordings of children and young people

SAOS will make decisions about the types of images that appropriately represent the activities of the organisation. When assessing risk, it is important to be aware of the potential for the inappropriate use of images. The following steps will be taken:

#### Identification

- No names, either first names or surnames, should accompany a child's image in SAOS's promotional material or online profile, without express permission of parent and child. This reduces the risk of inappropriate, unsolicited attention from people outside the organisation. In the context of a programme, it is of course difficult to avoid the use of the first name and surname of individuals in a photograph. However, it is sensible to avoid any additional information that might help locate the child and only use images of children in suitable dress to reduce the risk of inappropriate use (Permission letter attached)
- Images should focus on activities rather than individuals.

#### Written consent

- Written consent to take and use images of children or young people will be obtained prior to the taking of photographs and/or video footage. Parents will be made aware of when, where and how the images may be used in order to give their informed consent. This includes comprehensive information regarding use of images e.g. in print, multi-media, broadcast; for what purpose e.g. promotion, publicity, evaluation, audit, review; and where possible an indication of who the audience will be e.g. the general public, the participating children and their families, other organisations and institutes.

#### Child's permission

- The child or young person will be asked for verbal permission to take and use their image. This ensures that they are aware of the way their image is being used.

#### Inappropriate photographs

- There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young people in vulnerable positions.
- Press photography - If the press is to be invited to events where young people are taking part:
  - o they must be made aware of the expectation of SAOS with regard to child protection.
  - o they will be given a brief about what is considered appropriate in terms of content and behaviour
  - o they will be expected to wear identification at all times
  - o there will be no unsupervised access to young people or one-to-one photo sessions
  - o there will be no approval of photo sessions outside the event or at the young person's home

- Parents photographing - If parents or other spectators are intending to photograph or video at an event, they will be made aware of the above requirements. In addition:

- o Parents will be asked not to post images online without consent from the young person and their parents to do so.

#### Concerns about photographs

- If there is a report of any concerns about the inappropriate or intrusive use of photographs or videos, this will be treated as any other Child Protection concern.

#### Image storing

- All photographs and video will be stored on a password protected device. Storage will be in a marked file, along with the appropriate permission forms. The images will be destroyed after three years, or sooner if specified by the parent or young person.