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**Photography and Filming Policy**

**At Select School of Dance our aim is to:**

* protect children and young people who take part in our classes, events and activities where photographs and videos may be taken
* ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people
* make everyone aware of the potential risks associated with the use and distribution of images (photographs and video) and of sharing images of children and young people online. More information about this is available from learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance

**Select School of Dance and how we use children and young people’s images**

We will ask parents and carers for their signed consent before taking and using a child’s image. ( photograph /video) for any of the following:

* for Select School of Dance display purposes and publications
* on other printed publications eg examination board, festival news and results
* on Select School of Dance website
* on Select School of Dance social media pages- Facebook, Instagram

When taking or using a child’s image we will seek to keep children and young people safe by:

* never revealing personal details eg address, telephone numbers, email address of the child or young person
* only using first names if we need to identify a child or young person
* never publishing personal information about individual children
* taking and using images with the child or young person appropriately dressed and positioned
* taking and using images that positively reflect the child or young people’s involvement in the activity
* taking and using images that positively support the training and teaching of dance
* making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
* reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

**Storing Images**

* We will store photographs and videos of children securely. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.
* Images will be stored for the period of time that a child attends Select School of Dance or for the time necessary to fulfil the purpose of the image.
* We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
* Select School of Dance does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the school will be used.

**Photography and/or filming for personal use by parents, carers, or spectators**

* Parents, carers and spectators are not permitted to take photographs or film during any class.
* Parents, carers or spectators may be permitted to take photographs or film at our end of term performances and Select School of Dance evets only, and this must be with prior permission from the Principal or class teacher. Permission will only be granted on the agreement of all present.
* Images are for personal use only.
* Where possible, parents, carers and spectators should try to make the focus of any photographs or videos their own child.
* Parents/carers and spectators must be considerate to other people in the audience when filming or taking photographs, avoid disturbing others or distracting pupils. Parents/carers will be asked to stop recording or taking photographs if this occurs.
* Parents, carers, young people and children can talk to the Principal if they have any concerns about filming or photography.

We will remind parents and carers of these details of our photography policy before the start of any event where photographs and filming will be taking place.

**Select of School and hiring a photographer**

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

• ensuring the photographer wears identification at all times

• informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared

• 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

• reporting 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 Select School of Dance) 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 (if possible)

• 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.

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

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If Select School of Dance 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 child protection procedures.

More information is available from learning.nspcc.org.uk/safeguarding-child-protection]

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: ....................................................................................(date)

Signed: ....................................................................................Date……………………………