



CHILD PHOTOGRAPHIC & VIDEO IMAGES POLICY

INTRODUCTION

The Company of Four welcomes positive publicity and there are many occasions where photographs and video that include children are used. The Company will do all it can to ensure that these images are used properly and to establish the right balance between the appropriate use of technology and the safety of our children at all times. Please note that children are defined as being anyone under 16 years.

The Company of Four Committee recognises that photographs and video need to be used in a responsible way. We respect the children's and parent's rights of privacy and we are, as a Company, very aware of any potential safeguarding and child protection issues. The aim of the Company's policy is to minimise the risks in relation to the use of photographs and video in Company publicity material e.g., in local newspapers, on publicity boards and on social media.

DATA PROTECTION ACT

Photographs and video of child members of the Company are classed as personal data under the terms of the Data Protection Act 1988. Therefore, using such images for publicity purposes will require the consent of child's parent or legal guardian. This means that without the consent images of children on social media, in publications or in a public place may not be used. To this end all parents/guardians will receive a copy of this Policy and asked to complete the Consent Form (Appendix 1). This form will remain valid whilst the child is a member of the Company.

IMPLEMENTATION

The implementation of the policy will be led by the Company of Four Safe Guarding Lead and is the responsibility of from all Members to adhere to it. The current Safe Guarding Lead is **ALICE BULLOCK**, assisted by **Penny Davies**.

GENERAL PRINCIPLE OF PHOTOGRAPHY AND VIDEO RECORDING

All pictures & video taken will be appropriate and will show children properly clothed for the activity they are engaged in.

Child Images in Company Publicity Material

- Only images of children suitably dressed will be used
- For all photographs names will only be supplied if prior permission has been obtained on the consent form
- In activities such as dance the content of the photograph or video will focus on the activity and not on a particular child
- No image of a child subject to a court order will be used
- Images will be stored securely and used only by those authorised to do so
- Photographs and videos of children who have left the Company will only be used if consent was given at the time the photograph was taken

REHEARSALS & DRESSING ROOMS & PERFORMANCES

- No filming by members is allowed at rehearsals. If you wish to video a dance routine to practice at home ask if you can film the Choreographer performing the routine.
- Official photos and videos may be taken by the Company of Four publicity team and posted on Company of Four social media, however, members will be notified in advance
- Photos will be allowed to be taken in the Dressing Rooms but only when everyone in the room is fully dressed. Chaperones are asked to ensure this requirement is enforced.
- Members wishing to post images on personal social media sites should obtain permission from anyone featured in the images beforehand
- Audiences will be asked to not film or take photos during a performance and an announcement will be made before each performance
- Performances may be filmed and an official DVD made available to members to purchase
- In certain circumstances a 'designated area' for filming may be identified

COMPANY ARCHIVE

The Company maintains an archive of old photographs. These photographs are not for general circulation but may form part of future displays or exhibitions. These may be viewed by parents on request.

MONITORING

This policy will be monitored by the Company of Four Committee and revised as appropriate. Any incidents of concern relating to this policy should be referred to the Company's Safe Guarding Lead.



CONSENT FORM

USE OF IMAGES (PHOTOGRAPHS & VIDEO)

Please tick

I DO CONSENT to the statements below

I DO NOT CONSENT to the statements below

- **TO MY CHILD/CHILDREN BEING PHOTOGRAPHED OR FILMED BY A PERSON AUTHORISED BY THE COMPANY OF FOUR**
- **FOR USE IN COMPANY OF FOUR PUBLICATION MATERIAL (E.G. PROGRAMMES, SOCIAL MEDIA, PUBLIC DISPLAYS)**
- **FOR PUBLICATION IN LOCAL PRESS**
- **WITH OR WITHOUT NAME**

Child/Children's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

This form will remain valid whilst the above named child/children are members of the Company or until the form is revised.