



# *Nottingham Boys Choir*

## **Policy on the Use of Photography, Audio and Video Recording**

The key concerns contained within this policy regarding the use of images of children/young people relate to:

- the possible identification of children when a photograph is accompanied by personal information;
- the inappropriate use, adaptation or copying of images for use on child pornography websites;
- the taking of inappropriate photographs or recorded images of youngsters;
- the infringement of copyright law and performance rights.

Many choral societies and schools forbid photography and video recording at their performances and other activities. However, NBC fully recognises that parents may want a record of their child's performance and that publicity and pictures of young people enjoying choral performances are essential to promote both the activity and the choir.

We will therefore allow discreet photography at concerts and rehearsals, according to the guidance below, unless the Director of Music (or a relevant Child Protection Authority) instructs us otherwise. You must not, however, photograph the audience at concerts or take photographs/make recordings at open workshops where we may not have sought permission from guest attendees. You may also not take photographs or make recordings at religious services or ceremonies unless we have explicit permission for this to occur.

The Trustees will ensure they comply with the following rules if undertaking official photography or recording for publicity purposes. Members must also observe the following rules when taking photographs or making recordings:

- Anyone taking photographs or a recording at any of the Choir's concerts must have a valid reason for doing so and must seek permission from the Director of Music. They should be known to the Director of Music or the Trustees and be able to identify themselves if so requested.
- Anyone taking photographs or a recording at any other of the Choir's events (e.g. social events) must have a valid reason for so doing. They should be known to the Director of Music or the Trustees and be able to identify themselves if so requested.
- Flash photography is not permitted during performances.

- Cameras (both of still and video images) must be set to a mode where they emit no audible beeps.
- You must ensure that parents/young people have granted their permission for the taking and publication of photographic images and parents have signed and returned the appropriate permission form.
- All young persons must be appropriately dressed for the activity being undertaken.
- Photography should focus on the activity rather than a particular young person (other than your own child) and personal details which could make the young person vulnerable, such as exact address, email address etc. should be withheld if this image is published.

In addition, the publication of images of young persons must comply with the following guidelines:

- Ensure parental permission has been obtained prior to the publication of a picture of any child, whether in the press, on a website or on any other publication in the public domain (programme, advertising etc). Members are reminded that this includes uploading of images to social networking sites such as Facebook.
- Ask for the young person's permission to use the specific image, this will ensure that they are aware of the context in which their image is being presented.
- Where an article or feature concerns an individual, particular attention should be paid to ensuring permission is gained from a parent and the young person to use a photograph/recording and relevant details.

**Policy reviewed and amended November 2013**

**To be reviewed in October 2016**