

The McCarthy School of Dance

Photography and Filming Policy

The McCarthy School of Dance is fully committed to safeguarding the welfare of all children and young people up to the age of 18. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse or exploitation specifically relating to the use and distribution of photography and videography.

This policy has been drawn up following NSPCC guidelines and on the basis of legislation, policy and guidance that seeks to protect children in Scotland. The McCarthy School of Dance recognises its duty of care under the Children and Young People (Scotland) Act 2014, and the Protection of Children (Scotland) Act 2003.

The purpose of this policy is:

- to protect children and young people who take part in our services, events and activities, specifically those where photographs and videos may be taken
- to provide parents, staff and volunteers with the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy applies to all staff, volunteers and other adults associated with The McCarthy School of Dance.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely

We recognise that:

- the welfare of children and young people taking part in our activities is paramount
- children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion, belief, sex or sexual orientation
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online

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

- always asking for written consent from parents/carers before taking and using a child's image
- only using first names of children whose images are being used in our published material or changing the names of children if requested to do so by parents/carers
- never publishing personal information about individual children
- making sure children and their parents/carers understand how images of children will be securely stored and for how long
- reducing the risk of images being copied and used inappropriately by;
 - only using images of children in appropriate clothing
 - avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity

Photography and/or filming for The McCarthy School of Dance use:

The McCarthy School of Dance may take photographs or video recordings during class time, annual shows or special events. These may be used for advertising/marketing/promotion on our website, social media sites or newspapers/posters. We wish to highlight that it is not a problem if any pupils are NOT to be in photographs or videos - we will always make sure they are kept 'out of shot.' We also advise that the consent given is for photographs or videos taken by The McCarthy School of Dance only - any media made public by other people are not our responsibility.

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. Any hard copies of images will be kept in locked storage and electronic images in a protected folder with password access. Images will be stored for a maximum period of 12 months, or earlier if a child leaves the dance school.

The McCarthy School of Dance does not permit staff and volunteers to use personal equipment to take photos or videos of children. Only dedicated camera devices belonging to The McCarthy School of Dance should be used.

Photography and/or filming for personal use:

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in our event information and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers that they have only given consent for The McCarthy School of Dance to take and use images of their children, any media made public by other people are not the responsibility of the The McCarthy School of Dance
- asking people to gain permission from children and their parents/carers 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

In implementing this policy, The McCarthy School of Dance will:

- ensure all staff and volunteers understand their legal and moral responsibility to protect children and young people from harm, abuse or exploitation specifically relating to the use and distribution of photography and videography.
- ensure all staff and volunteers understand their duty to report concerns that arise about photography or videography to the Nominated Child Protection Lead or Deputy.
- ensure all parents/carers understand their opportunity to report concerns to the Nominated Child Protection Lead or Deputy.

In responding to any incidents or concerns, The McCarthy School of Dance will:

- The Nominated Child Protection Lead or Deputy will assist with any incidents by informing individual parents/carers of reported concern if direct communication between parents/carers is unavailable.
- In serious cases of harm, abuse or exploitation related to photography or videography the Nominated Child Protection Lead or Deputy will follow safeguarding procedures documented in our Child Protection policy.

Contact Details

Nominated Child Protection Lead

Claire McCarthy

themccarthyschoolofdance@yahoo.co.uk

07988 092919

Deputy Child Protection Lead

Jenny McCarthy

themccarthyschoolofdance@yahoo.co.uk

07800 736551