



let's make
some music

Media consent policy

Lewisham

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Music

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**ARTS COUNCIL
ENGLAND**

The purpose and scope of this policy

Lewisham Music works with children and young people as part of its activities. These include: projects, events, out-of-school music programmes, community music programmes, and school music programmes.

The purpose of this policy is to:

- protect children and young people who take part in Lewisham Music's programmes, events, and activities, specifically those where photographs and videos may be taken
- set out the underlying principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we 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 Lewisham Music.

Legal framework

This policy has been created based on legislation, policy and guidance that seeks to protect children and young people in England. Summaries of key legislation and guidance is available here:

- [Online abuse legislation and guidance](#)
- [Child protection legislation and guidance](#)

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

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, young people, their parents and carers have a right to decide whether their images are taken and how these may be used
- consent to take images of children and young people is only meaningful when children, young people, their parents and carers understand how the images will be used and stored,

and are fully aware of the potential risks associated with the use and distribution of these images

- there are potential risks associated with sharing images of children and young people online.

We will seek to keep children and young people safe by

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children and young people
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- 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)
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for 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.

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 the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Lewisham Music to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and 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
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Lewisham Music's use

Projects, events, out-of-school music programmes, community music programmes

Lewisham Music likes to document the work we do through photography, video and/or audio recordings at our projects, events, and programmes so that we can highlight and promote our work and impact. A designated member of Lewisham Music staff will usually be taking all photos and videos.

Photographs, video and/or audio recordings that have been taken by Lewisham Music or by persons/ organisations authorised on behalf of Lewisham Music for the purposes of internally and externally promoting the Charity could be used in any media (existing or later created or made available) including, but not limited to, print and digital media formats such as print publications, flyers, booklets, websites, e-marketing, posters, banners, advertising, film, and social media, as well as local or national press in support of Lewisham Music's work.

Children, young people, parents and carers must always be made aware that photography and filming is part of the project, event, or programme and give written consent.

If we hire an external photographer, 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, their parents and 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.

School music programmes

We recognise that our group leaders may use photography and filming as an aid in music activities.

- We encourage staff to use smartphones, tablets and computers to enhance their teaching, for example through the use of education applications, backing tracks and recording sound.
- Staff must never take a photo or video of students without the permission of the parents/carers and the school. Any photos or videos taken in a school (for example, recording a whole class performance in order to watch back the following week) should be taken on a school device, and not staff's personal devices.
- Any images stored on a mobile telephone which is taken into a school or other education setting must not contain inappropriate viewing matter for children.

- Similarly, staff must never access sexual or otherwise inappropriate material whilst on school grounds or on other premises being hired for LM activities.
- Staff should never use their phones during a lesson/session, unless it is for educational purposes or because of an emergency. All alerts should be switched off and the phone should be on silent during lessons.
- School policies on the use of phones will vary, so please ensure that use of your phone does not go against individual school policies.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Lewisham Music) 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.

Lewisham Music 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 the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If Lewisham Music is concerned that someone unknown to us is using our 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.

If consent to take photographs/videos is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images and recordings, and how long they will be used for

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked space (e.g., a drawer or cabinet) and electronic images in a protected folder with restricted access.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Lewisham Music 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 Lewisham Music should be used.

Lewisham Music will use images or recordings for up to 5 years from the date of publication, and some images or recordings may be kept permanently once they are published and be kept as an archive of Lewisham Music's work.

Your rights

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask Lewisham Music to stop using your images/recordings at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation. If you believe you've not given consent at any point, then we will ensure all images/recordings are removed from circulation.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding Policy
- Staff Code of Conduct
- Safeguarding statement
- Online safety policy and procedures for responding to concerns about online abuse

All our policies can be found on our website here: www.lewishammusic.org/our-policies

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