

1.6 TRCH Policy: Photography and video permissions

This policy statement applies to:

- all staff, volunteers and other adults associated with TRCH
- people working directly for TRCH, including professional photographers
- those who are hiring a space at the Trinity Rooms for a workshop or other event

TRCH understand that:

- everyone, both children and adults, has a right to decide whether their images are recorded, and how these may be used
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used
- there are potential risks associated with sharing images of children (especially 'stealing' images for use in pornography)

The purpose of this policy statement is to ensure that anyone taking photographs or making videos in the Trinity Rooms understands the safeguarding and privacy issues involved and deals appropriately with the people whose images they record, and with those images themselves.

Policy outline

A person wanting to take photographs or make videos in the Trinity Rooms will ensure that everyone, whether worker, volunteer or user is asked for, and gives, their permission, before being photographed or videoed

- with adults, ie people aged 18 and over, this permission can be verbal
- where young people aged 18 or under are concerned, a parent or guardian must give written permission — **a consent form is attached to this policy.**

Anyone taking photographs or making videos in the Trinity Rooms will seek to keep their subjects safe by

- explaining what the images will be used for, and how they will be stored (in the case of TRCH itself this will be on a secure Google Drive)
- deleting images from phones or other devices once those images are safely stored

If children are involved they will also explain:

- that they know there are potential safeguarding risks associated with sharing images of children
- that if a child or their family withdraws consent for an image to be shared, it may not be possible to delete images that have already been shared or published

And they will always

- avoid using the names of children when publishing or sharing those images
- reduce the risk of images being copied and used inappropriately by only using images of children in appropriate clothing and in appropriate poses

Photography and/or filming for personal use by hirers

When children themselves, or adults, are taking photographs or filming at events run by hirers, and the images are for personal use, it is the responsibility of the hirer to ensure everyone is comfortable with this, and to ensure the safety of any children involved.

This includes:

- explaining that anyone wanting to take photographs or make videos must get consent from people or, in the case of under 18s, their parents/guardians
- asking for photos and videos not to be shared on social media without permission

Written by	Sarah Frazer and Fran Mosley
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Agreement about the use of photographs and other images, over 18s and under 18s

I agree to appear in/ I agree to the child named below appearing in photographs and/or video footage, for the purpose of advertising and promoting the Stroud Earth Community and the Trinity Rooms in Field Road, Stroud.

I understand that my voice and image will be recorded by various mechanical and electrical means which records shall be collectively referred to as the 'Released Subject Matter'.

I freely give Stroud Earth Community and its agents the unrestrained right in perpetuity to utilise, or edit the Released Subject Matter, for the purpose of advertising and promoting the Stroud Earth Community and the Trinity Rooms, in advertisements, publicity, public displays, and exhibitions.

I expressly stipulate that Stroud Earth Community may utilise the Released Subject Matter or not as they choose without affecting the validity of this Release. This Release shall be governed by UK law.

Over 18s

I hereby certify that I have read, understood, and agreed to the foregoing.

OR

Under 18s

I hereby certify that I am the legal parent/guardian of _____, and that I have read, understood, and agreed to the foregoing.

Print name	Signature	Date