

## Shene Stage School's Photography and Video Child Safety and Privacy Policy

At Shene Stage School, safeguarding children and young people is of utmost importance—both legally and ethically. This policy is designed to minimise the risk of inappropriate use of photos and videos featuring our students. All staff members are expected to adhere to these guidelines consistently.

### Key Points:

1. **Consent:** In accordance with The Data Protection Act 1998, Shene Stage School obtains parental consent before photographing or recording videos of pupils. Parents provide this consent through the student enrolment form on our website. Importantly, parents retain the right to withdraw consent at any time, which they can do by submitting a written request.
2. **Photography and Video:** When capturing images of children, we exclusively use Shene Stage School cameras. If parents choose not to grant permission for their child's photos to be published, we fully respect their decision. Consequently, such photos are not displayed on our website or in any other publications.
3. **Events:** During events like Show Days and Demonstrations, staff and parent/carer volunteers may record videos and take photographs. However, we always ensure that this occurs in full view of all attendees and in strict compliance with our policy.

### Parental Rights Regarding Photographs and Videos

Parents attending Shene Stage School events have certain rights when it comes to capturing moments of their children. Here are the key points:

1. **Private Use:** Parents are not covered by the Data Protection Act 1998 when taking photographs or making video recordings for their own private use. As such, they are free to take photos or record videos at our events and showings unless restricted by existing copyright (such as specific productions). However, parents are not allowed to use these images for anything beyond personal use (e.g., selling videos of a Shene Stage School event). If they wish to record or photograph for purposes other than private use, they must obtain consent from other parents whose children may appear in the footage.
2. **Reporting Concerns:** If anyone suspects that images of children are being taken without proper consent, they should promptly report the incident to our Safeguarding Lead, Sophie Hallett.
3. **Official School Photographs:** Shene Stage School's photographs are taken by our own DBS-checked staff and teachers, these might be used from time to time as official photos.

#### 4. **Child Protection Measures:**

- **Identity Protection:** To safeguard pupils' identities, we avoid publishing images and details together. For instance, if a pupil is named, we refrain from using their photograph, and vice versa.
- **General Shots:** Whenever possible, we use general shots of rehearsals or group activities rather than close-ups of individual children. We also consider camera angles to make children less identifiable.
- **Modesty and Dress:** We take care to photograph performance events while maintaining modesty and ensuring suitable dress.
- **Mobile Phones:** Visitors, volunteers, and students are not allowed to use their own mobile phones to capture images during Shene Stage School sessions.

#### 5. **Website and Promotional Materials:**

- Occasionally, we use photographs of children participating in Shene Stage School sessions for promotional purposes on our website and other materials.
- We strive for representation, including images of children from diverse ethnic backgrounds and positive portrayals of children with disabilities.

#### 6. **Storage of Photographs:**

- Photographs of pupils are maintained solely for authorised Shene Stage School use.
- If permission is withdrawn for a photograph, it is promptly edited out of our storage.

We remain committed to creating a safe and respectful environment for our students while celebrating their talents and achievements.

August 2024 (Shene Stage School reserves the right to update all policies on a regular basis)