

Montgomeryshire Youth Theatre (MYT) Photography, video recording and social media policy

The purpose of this policy is to set out how MYT will take, store and share photographs and videos of young people. It also outlines expectations of staff, volunteers, parents, carers and visiting practitioners regarding the responsible use of social media.

This policy applies to all:

Staff and Volunteers
Visiting practitioners and professionals
Trustees
Parents & Carers
Young people in attendance
Anyone taking photos and videos at events

We will:

Promote the young people's successes safely
Respect the privacy of every young person
Obtain consent before using images (consent forms provided at point of enrollment)
Never purposely put a young person at risk through the publication of photos or videos
Comply with GDPR legislation

Consent

We will gain signed consent from a parent/carer before photos/ videos are taken for publicity purposes

Where appropriate consent will also be gained from the young people themselves

Consent forms will explain why photos/ videos are taken and used.

Where they may be published/used

How long they will be retained

Parents/Carers can withdraw their consent at any time in writing (email)

Young people who have not given consent will not be excluded from activities

Taking photos/videos

Only DBS checked staff/volunteers/trustees will take photos/videos during activities

Images will show young people participating in activities appropriately

Be positive

Avoid close ups where possible

NEVER be taken in changing areas/ toilets/ private spaces

NEVER portray children in a way that could be misinterpreted

Identity of young people

To protect identities:

Full names will not be published alongside photos/videos

Personal info e.g school. address etc will not be included

Images will not reveal where a young person could be located

Digital images will only be accessible to DBS checked staff. volunteers and trustees

Use of images

Photos/ videos may be used for:

Newsletter

MYTs website

Official social medias accounts

Posters/publicity materials

Funding applications

Internal training

Performance recording:

When performances are recorded by professionals

Parents/ carers will be informed in advance

Appropriate consent will be obtained

The recording will be securely managed

Parents/Carers/ Audience photography

When Parents/ Carers wish to take images of their own young person MYT requests:

Images are for personal use only

Images of other young people are not shared online without permission

Safeguarding procedures are fully adhered to

Instructions from MYT staff/ Trustees are always followed

MYT reserves the right to prohibit photography or recording

Social Media

Official Social media accounts will only be managed by DBS checked staff members

Content will:

Promote the activities of MYT
Respect the privacy of the young people
NEVER disclose confidential information
Be appropriate, relevant and positive

Use of Social media by staff/volunteers/trustees

Staff/volunteers/trustees must:

Maintain professional boundaries online
Not accept friend/follow requests from young people on personal accounts
Not communicate privately with young people through personal social media accounts
Never post images of young people on their own personal accounts
REPORT any **SAFEGUARDING** concerns immediately following MYT safeguarding policies and procedures

Communication with Young people

Should be:

Necessary for MYT activities
Include parents/carers where appropriate
Be through approved systems e.g official email and/or official messaging groups

Responding to concerns

If inappropriate photos/ videos or social media activity are identified:

The Designated Safeguarding Lead will be informed immediately
The material will be removed where possible
A safeguarding concern will be recorded and reported in accordance to the MYT safeguarding policy and procedures

Responsibilities:

The Designated Safeguarding Lead is responsible for

Ensuring compliance with this policy
Maintaining consent records
Guiding staff/ volunteers/ trustees
Reviewing the policy annually

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.