

# USE OF IMAGES POLICY

If you have any questions about this policy, don't hesitate to get in touch.



WINGS YOUTH THEATRE  
affiliated member of  
*noda*

The organisation recognises that there may be risks posed directly and indirectly to children and young people through the use of images on websites, social media, streaming platforms and hard copy publications such as news articles and programmes. This policy sets out the procedures adopted by the organisation to minimise such risks. For the purpose of this policy the terms child and children mean those under 18 years of age at the start of their involvement with a particular production or event. For the purpose of this policy the use of the term 'images' includes photographs, digital files and video.

Images can be used as a means of identifying children when they are accompanied with personal information, for example, "this is X who goes to such-and-such a school and who likes Westlife". This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse.

All persons permitted to take photograph and video of the organisation's activities which include children will be reminded of the need to ensure that the risk of inappropriate use is minimised.

## Website

The organisation's website is administered by a member of the Wings Management Team. All website content, including images of children will be appropriate and relevant to the organisation's activities. Use of individual names will be avoided.

## Social Media (To include, but not limited to: Facebook, Instagram, Youtube, TikTok)

The Organisation operates a Facebook, Instagram, Youtube and TikTok account ('the accounts') for the main the purpose of promoting and advertising the Organisation and it's productions. The accounts and activity is monitored and administrated by a responsible member appointed by the Organisation. Photographs and video of children may be posted by the Organisation (for example photos and videos from rehearsals, publicity events and productions). Identifying images by the use of a child's name will be avoided. However, if unavoidable only first names will be used.

## Streaming

Activities of the Organisation, for example shows, concerts and rehearsals may from time to time be recorded and 'streamed' to audiences. Any streaming will be done using secure platforms managed by reputable organisations and streaming will be monitored by the Wings Management Team. Individual names of child cast may be displayed in the 'credits' of the streamed event.

## Programmes

In the context of a programme it is difficult to avoid the use of the first name and surname of individuals in a photograph. However, any additional information that might help locate the child should be avoided and only photographs of children in suitable dress should be used to reduce the risk of inappropriate use.

## Publicity and Other Material

Photographs of children in press releases, front of house material and other publicity material may only be accompanied by the child's first and surnames.

### **Storage of Images**

Originals of captured images remain the property of the photographer and the organisation has no control over their subsequent use. The organisation will therefore retain the discretion to seek a signed undertaking by photographers that they will take all reasonable steps to prevent inappropriate use of their images.

### **Parental Permission**

When a child is to be involved in the organisation's activities, images may be taken by the Organisation or its appointed representative (for example during rehearsals, for press releases, during dress rehearsals, video recording of a production etc). The general presumption will be that parents consent to their children being photographed and/or video'd in connection with the organisation's productions and they will be requested to **advise the organisation if they do not wish to give this consent.**

For the majority of productions, copyright laws prohibit the audience taking of photographs or videos during performances and appropriate announcements will be made by the Organisation in this respect at the commencement of each performance. If the Organisation is granted a specific licence to video a production, parents will be made aware of this fact in advance and production and circulation of the video will be done by the Organisation in accordance with the terms of the licence eg limited number of copies produced for the sole use of family and friends of the cast.

**Policy Adopted:** December 2018

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*Team Wings*