

## **Photographs and Filming Policy**

### **POLICY STATEMENT**

At the Audacity Performing Arts Academy, we think the use of photography and video to capture a student's successes and achievements is a great way to celebrate and lift up that student. However, we also acknowledge that not everybody is comfortable having their photo taken, or a video taken of them, even without the addition of publication. As a result, we do not film or photograph any of our students without written consent from them (if over 18) or their parent/guardian.

### **RECORDING LESSONS**

Some of our teachers record lessons, and then make short video clips to send to their students to help them whilst practicing. At the Audacity Performing Arts Academy, we believe this can be an excellent tool to help growth and learning, however to do so, a couple of rules must be followed:

- The student must be made aware that you are filming the lesson, and for what purpose you are filming.
- The student must be happy and ok with the lesson being filmed and verbal and written consent must have been given prior.
- The video files are kept confidentially, password protected.
- The videos are destroyed after the "retention period", except when consented for marketing use.
- If Audacity Performing Arts Academy wishes to use lesson recordings for marketing purposes they must have prior written consent from the student, or the legal guardian of any student under 18 years old, and verbal consent at the commencement of recording from the student.

### **SHARING SUCCESS ONLINE**

On the Audacity Performing Arts Academy's Official Facebook and Instagram, we may post videos or pictures of our students and their successes. In this situation, we will need prior written consent from either the student or the parent/guardian (if under 18), which will be kept on record.

The photograph or video will also be posted with no information that makes them identifiable online or in real life, for example only using first names and not disclosing a student's school.

We will also need to ensure that the student/parent/guardian understands that once uploaded, it may be hard or impossible to delete pictures that have already been shared to the public.

At the Audacity Performing Arts Academy, we will only post images and videos which positively reflect student's and young people's involvement in the activities we teach.

## **TEACHERS TAKING PHOTOGRAPHS OR VIDEOS**

Teachers are permitted to take pictures or videos of students on their mobile phones or other personal electronic, photography or filming devices but they must immediately be emailed to [audacityperformingarts@gmail.com](mailto:audacityperformingarts@gmail.com) to be securely stored and then destroyed from all personal devices.

Teachers are more than welcome to take a video or picture of themselves in order to demonstrate an activity to a student. In these video/picture teachers should look and act presentable and professional at all times, as they do in lessons. These videos may be sent to either [audacityperformingarts@gmail.com](mailto:audacityperformingarts@gmail.com) or sent directly to the legal guardian of a student if they are under 18 years old or to the student if above 18 years old. In no circumstance should a teacher send videos or photographs directly to a student under 18 years old's personal device.

## **PHOTOGRAPHS AND VIDEOS FOR COMPANY USE**

If the Audacity Performing Arts Academy wants to use footage of students (photographical or through film) for company use e.g. advertisement. We will ensure we have prior written consent from the student or parent/guardian (if under the age of 18) along with their full understanding of how the media will ever be used.

## **STORING MEDIA**

Any photographs or videos of students the Audacity Performing Arts Academy is in possession of will be stored securely under password and retained accordingly and appropriately. We will never store pictures of children on unencrypted portable equipment, and images will be stored for 6 years after the student/staff has left the Audacity Performing Arts Academy, unless a written statement of consent states otherwise (the retention period).

THIS POLICY WAS LAST REVIEWED AND UPDATED ON 09/08/2024 BY:

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