**Castletown Accordion Orchestra**

**Policy on the use of photography/video**

**October 2017**

Castletown Accordion Orchestra feel it is important to recognise the achievements and successes of our orchestras and individual members. One of the ways in which we do so is to publish photographs and details of achievements in our local press and national media. Therefore, we on occasion wish to publish pictures of our younger members in the local press/national media and at times on the orchestra website.

We take the issue of child safety very seriously and this includes the use of images of the young members in our care. Our duty of care to our young members is paramount and we acknowledge that this form of publicity must be carefully monitored to ensure that it is consistent with our Child Protection Policy and the Data Protection legislation.

For this reason we have adopted the following guidelines:

* We ask parental/guardians’ consent for the Orchestra to take and publish photographs of their children for use in press and media for the purpose of promotion of our orchestras.
* Photographs/interviews of children will at all times be taken in the presence of a teacher.
* Only group/full orchestra photographs will be published on our website or in the press
* Photographs of individual children will only be published with specific parental consent.
* No personal details relating to the young person/s should be revealed as accompanying materials to the photograph or recorded image.

The guidelines for use of photography/videoing as stated above apply to those who maintain the orchestra website with regard to uploading photographs and recorded images.

In the light of Child Protection guidelines we will adopt the following practices:

* Provide a clear brief to any photographer acting on behalf of the Orchestra (presently Betty B Photography, Kingscourt) about what is considered appropriate and which accords with these Guidelines and our Child Protection Policy.
* At the beginning of each year to ensure that parents/guardians are asked to sign a photograph/video consent form for their child/children.
* Not to permit unsupervised access by any photographer to children or one to one photo sessions at events.
* Not to permit photo sessions outside Orchestra organised events or at a child’s house.
* Children and parents/guardians to be informed that if they have concerns they should report these concerns to the Committee/Event organiser.
* Concerns regarding inappropriate and/or intrusive photography should be reported to the Committee /event organiser and recorded in the same manner as any other child protection concern.

**If member under 18 years of age**

1. **I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hereby consent/do not consent (delete as appropriate) to the use of photographs/videos as set out above.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian**

**If member over 18**

1. **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member of Castletown Accordion Orchestra consent/do not consent (delete as appropriate) to the use of photographs/videos as set out above.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Member over 18 years of age**