



## **MAIDSTONE DANCE STUDIOS LTD**

### **Photography and Videography Policy**

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#### **Scope of the Policy**

Maidstone Dance Studios Ltd. has developed this Photography and Videography Policy to use alongside its Safeguarding Policies. This is to protect children and young people as well as adults that have images or content used in publications, websites, and social networking sites.

This policy is also used to help children, parents, staff and volunteers understand how photographs can be shared more safely.

#### **We will seek to ensure the safety of all involved by:**

- not using children's names in photograph captions without parental consent.
- using a parental permission form to obtain consent for a child to be photographed and videoed
- obtaining the child's permission to use their image
- only using images of children in suitable clothing to reduce the risk of inappropriate use
- not using children's names in photographs on our website
- when using external/professional photographers or the press, ensuring they are made aware of our policies and adhere to them
- not allowing photographers unsupervised access to children
- not approving photography sessions at a child's home.
- clearly identifying the person who will be taking the image

All personnel involved in Maidstone Dance Studios Ltd, whether that be staff, parents, carers, family members and others are to adhere to this policy and we reserve the right to ask for photos or content to be deleted or not shared on social media if we believe they are inappropriate.

Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

#### **Seeking consent for children and young people**

The children involved will always be consulted about the use of their photograph to ensure they're aware that the image is being taken and understand what the picture is going to be used for. For young people under 18 we will also require parental consent to use an image.

#### **Storing images securely**

Images or video recordings of children will be kept securely. Please see our Data Protection Policy for full details.