

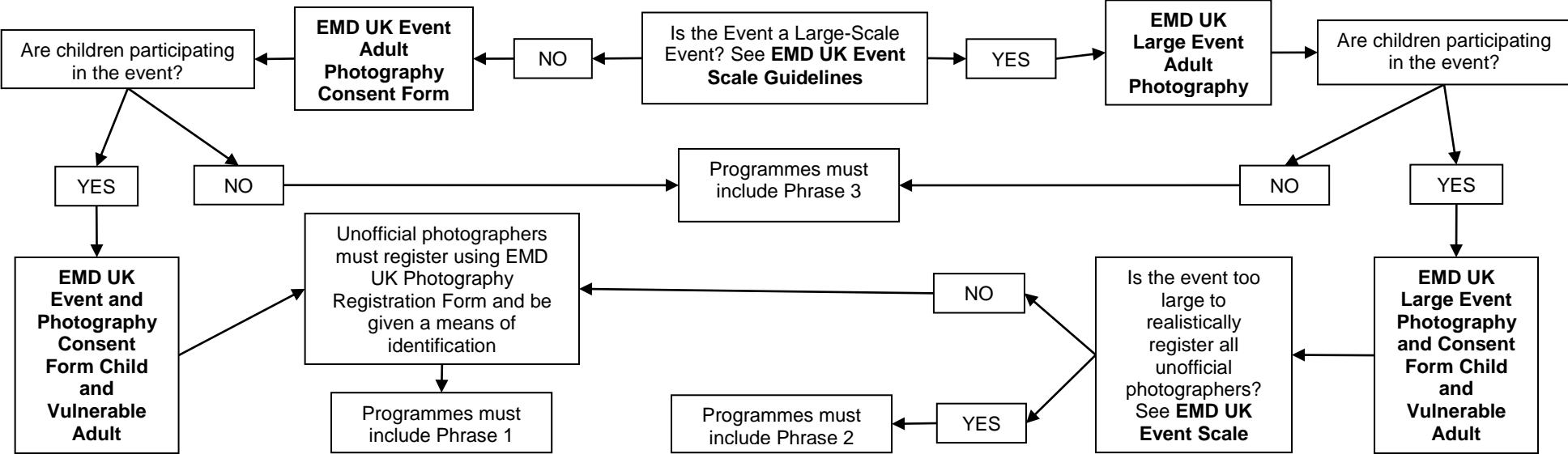
EMD UK

Event Photography and Filming



Step by Step Photography Procedures

START



Phrase 1:
 'In line with recommendations of the EMD UK Safeguarding Policy, the promoters of this event request that any person wishing to engage in any filming, video or photography should register their details with staff at the event organisers desk before carrying out such photography. The promoter reserves the right of entry and reserves the right to decline entry to any person unable to meet or abide by the event organiser's conditions.'

Phrase 2:
 'In accordance with the EMD UK Safeguarding Policy your due diligence is requested with regards to taking and using photos or video footage at this event. Official photographers have been commissioned and consent has been requested from all performers to be included in group shots. However please note that some performers may not have given their consent for individual or close range pictures either of themselves or children or vulnerable adults in their care. If you do take any photos or video footage during this event, please refrain from any unnecessary close-up shots (especially of children or vulnerable adults) and please remember that it is illegal for you to use any of these images on websites or in promotional material without the consent of the individual. Further guidelines are available on request from EMD UK.'

Phrase 3:
 Photographs and/or filming will be taken at this event to be used by the promoters and /or the Exercise, Movement and Dance UK for publicity purposes.

NB. ALL PHOTOGRAPHY AND FILMING CONSENT FORMS MUST BE STORED SAFELY ALONG WITH THE DETAILS OF WHICH PHOTOGRAPHS THEY RELATE TO. THEY MUST BE RETAINED UNTIL SUCH A TIME THAT THE RELATED PHOTOGRAPHS ARE DESTROYED/DELETED. FOR STORAGE EASE EMD UK SUGGEST THAT PERMISSION FORMS ARE SCANNED AND KEPT ON FILE ALONG WITH THE DIGITAL IMAGES. A SUMMARY OF REGISTERED PHOTOGRAPHERS (NAME AND TELEPHONE NUMBER) SHOULD BE KEPT FOR SIX MONTHS FOLLOWING EACH EVENT UNLESS THE REGISTERED NUMBER OF PHOTOGRAPHERS EXCEEDS 50.

EMD UK Event Scale Guidelines

Is the Event a Large-Scale Event?

In the case of adults:

If there are more than 20 adults participating in an event, it should be deemed as Large Scale and the appropriate measures taken

In the case of children:

If there are more than 50 children/vulnerable adults participating in an event, it should be deemed as Large Scale and the appropriate measures taken

In the case of a mixed adult and child/vulnerable adult event:

If either of the thresholds above is reached the event should be deemed as Large Scale and the appropriate measures taken.

Is the event too large to realistically register all unofficial photographers?

Unofficial photographers are any individuals other than the promoters officially employed professional photographer that wish to photograph or video at an event.

If there are more than 500 spectators it should be deemed unrealistic to register all unofficial photographers and the appropriate measures should be taken (as to Step by Step Guidelines).

EMD UK Large Event Photography and Consent Form—Child and Vulnerable Adult

As parent/guardian/carer of the named child/vulnerable adult who has been invited to participate in an Exercise, Movement and Dance Partnership (EMD UK) event, please take a moment to read and sign that you consent to the following:

Participation consent

As parent/guardian/carer of the named child/vulnerable adult, I agree that she/he can attend the stated event as arranged by the EMD UK.

Photography/Video consent

The Exercise Movement and Dance UK (EMD UK) and all its affiliated organisations, employees, volunteers and teachers take seriously their moral and legal responsibilities to protect children, young people and vulnerable adults. Paramount to this commitment is our assurance that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

During the stated event group and individual photographs and/or filming will be undertaken by approved professionals. In accordance with the EMD UK Safeguarding Policy, these images may be used for archive and publicity purposes e.g. on official websites or in posters and magazines.

As parent/guardian/carer of the named child/vulnerable adult, I give permission for group and individual photos and/or filming to be taken during the event and understand that these may be used for archive and publicity purposes.

Name of event: _____

Date of event: _____

Signed (parent/guardian/carer): _____

Name: (please print) _____

Date: _____

Emergency contact number: _____

Name of child/vulnerable adult: _____

** If for any reason, you do not wish to give participation or photography consent please inform your teacher/team organiser. Please note due to participant numbers at the stated event it will not be possible for EMD UK to remove photos/video of specific individuals post photography/filming**

Please detail overleaf any information regarding medical conditions and/or special requirements which may be useful. If appropriate, please specify a named individual who will be responsible for administering any medication that may be required.

If you require more information on EMD UK Safeguarding, or for a copy of the Child Protection Policy please contact the EMD UK Welfare Officer on 01403 266000.

EMD UK Event Adult Photography Consent Form

As part of our communications activity, EMD UK occasionally uses photography for publicity purposes. We would like your permission to photograph you for possible inclusion in our publications, website and other publicity material. The image(s) will remain the property of EMD UK and will be used for the designated purpose of promoting EMD UK and its member organisations aims in relation to widening awareness of Exercise, Movement and Dance. It may also be included in the central EMD UK image library for use by other EMD UK partners. Your contact details will remain strictly confidential.

Name: _____

Address: _____

Contact number: _____

E-mail address: _____

I permit EMD UK, to use photographs of me in EMD UK and partner organisations publications and publicity material, and for inclusion in the central EMD UK image library.

Signed: _____

Date: _____

For EMD UK internal use:

Photographer: _____

Date: _____

Location: _____

Subject: _____

Copyright: _____

EMD UK Event and Photography Consent Form

Child and Vulnerable Adult

As parent/guardian/carer of the named child/vulnerable adult, I agree that she/he can attend the stated event as arranged by the EMD UK.

I understand that **group** photographs and/or filming will be undertaken by approved professionals and that the named child/vulnerable adult may be included in these images. In accordance with the EMD UK Safeguarding Policy, these images may be used for archive and publicity purposes e.g. on official websites or in posters and magazines.

I give/do not give permission for **individual or close range** photographs to be taken during the event and understand that these may be used for archive and publicity purposes. (please delete as appropriate)

*If you do not give permission for these **individual or close range** photographs to be taken, please inform your child/vulnerable adult to avoid their disappointment.*

I agree/do not agree to my child wearing make-up (please delete as appropriate)

I consent to emergency treatment being administered if necessary.

I will inform the producer/organiser of any changes to this information prior to the event.

Name of event: _____

Signed (parent/guardian/carer): _____

Name: (please print) _____

Date: _____

Emergency contact number: _____

Name of child/vulnerable adult: _____

Please detail below any information regarding medical conditions and/or special requirements which may be useful. If appropriate, please specify a named individual who will be responsible for administering any medication that may be required.

EMD UK Photography Registration Form

EMD UK Event: _____ Date: _____

PART 1

Full Name (incl Title) _____

Any Previous Names _____

Address _____

Post Code _____

Tel. Number(s) _____

E-Mail Address _____

Date of Birth _____

Gender _____

Please specify the type of photographic/recording equipment you wish to use:
(e.g Camera, video camera etc.)

PART 2

Self Declaration (for completion by the individual named in Part 1)

1 Have you ever been convicted of any criminal offences? YES/NO*

If YES please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

2 Are you a person known to any social services department as being an actual or potential risk to children? YES/NO*

If YES, please supply details:

.....
.....

3 Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES/NO*

If YES, please supply details:

.....
.....

* Delete as appropriate

IMPORTANT

You have a right of access to information held on you and other rights under the Data Protection Act 1984

I confirm that the information given on this form is correct and that any photos, images or video footage taken at this EMD UK event will not be used inappropriately. I agree to assist EMD UK in preventing the abuse of young people and vulnerable adults via inappropriate use of photographic or video images.

Signature: _____ Date: _____

Name: _____

EMD UK Photography and Filming Policy

As the Data Protection Act (1998) was not drafted to cover specific circumstances and because (as yet, to our knowledge) it has not been tested in court, it is not known how perceived breaches of the law will be legally interpreted. These procedures, which were written for EMD UK, should be regarded as general guidelines for good practice in the production and processing of photographic images rather than definitive points of law. They have, however, been drafted with the intention of erring on the side of caution where any doubts arise, in the hope that, should a complaint be filed against EMD UK, we can demonstrate that we are acting in good faith. An official EMD UK Consent Form has been developed for the purpose of obtaining subjects' consent to publish any image in which they might appear. This form is available on request from the EMD UK office.

- (a) Under the terms of the Data Protection Act (1998) photographs featuring pictures of people and any Consent Forms which accompany them are considered to contain personal information and, as such, should be stored securely.
- (b) The terms "published" and "publication" as used below, refer to both printed and electronic media (including web sites, TV and video).
- (c) If in doubt about how to apply these procedures to any specific situation involving the production or processing of film or photographic images, err on the side of caution or consult the EMD UK Marketing & Development Manager for guidance.

Commissioning new Photography or Film

- Everyone who agrees to appear in a photograph or film commissioned by EMD UK, should provide their express (written) consent to publish, via the official consent form, before the photo shoot begins. They must be fully informed of the consequences of giving their consent.
- For shoots involving a number of different individuals and/or a number of different shots, an accurate note should be kept of who appears, to allow the consent forms to be matched up to the appropriate images.
- If the photography is taken in a tangible (i.e. non-digital) format, consent forms should be stored with the image to which they refer. If the photography is taken in a digital format, consent forms should be stored with a printout of the image to which they refer.
- If a subject appears in more than one image, copies of the consent form should be kept with each image in which the subject appears.
- For images containing more than one subject, consent forms for all those featured should be stored with the image to which they refer.
- Images may only be published in accordance with the conditions agreed by the subject in providing their express (written) consent.
- Images cannot be published if the appropriate consent forms are lost or mislaid.

Exceptions

These guidelines should be followed at all times. However, under certain circumstances where this may not be possible or practical, the following exceptions apply.

- For guests of EMD UK at large events, a quick explanation along the lines of “Do you mind if we take your picture for our publicity material?” will suffice.
- For all events involving very large groups, a statement should be included within the general documentation or event programme to the effect that photographs will be taken at the event for publicity purposes. Posters reiterating this should also be displayed prominently at the event.
- If images might include passers-by who are unaware that a photograph is being taken: A notice should be displayed on location reading “EMD UK: Official Photo shoot. These images will be used for international publicity purposes.”

Working with images for which we do not have express (written) consent to publish

While consent to publish has been obtained for all the most recent images commissioned by EMD UK, it is unlikely that it was sought with regard to images created prior to the introduction of the Data Protection Act (1998). If working with images for which we do not have consent to publish, the following procedures should be followed:

If the subjects were aware that they were being filmed or photographed at the time:

- Images **can** be used to update an **existing** publication or series of publications in which they have already appeared.
- Images **cannot** be used in **new** publications unless the subjects cannot be identified e.g. small scale, blurred, silhouetted, etc.

If the subjects were unaware that they were being filmed or photographed at the time:

- Images **cannot** be used in **any** publication unless the subjects cannot be identified e.g. small scale, blurred, silhouetted, etc.

If the images feature pictures of children (under 18 years) for which we do not have express (written) consent to publish:

- Images cannot be used in any publication unless the subjects cannot be identified e.g. small scale, blurred, silhouetted, etc.

It is key today that we consider the rights of the individual when displaying images for promotional purposes on any communications, so if you are thinking of taking photos at an event, or another activity in your area please follow these guidelines.

Photography and Filming of Children, Young People and Vulnerable Adults

For images of anyone under the age of 18 or of Vulnerable Adults* the EMD UK Safeguarding Policy and Procedures (below) must be followed at all times.

*A Vulnerable Adult can be defined as:

'a person over 18 who is or may or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

There is evidence that certain individuals will visit certain events to take inappropriate photographs or video footage of young and disabled people in vulnerable positions. All EMD UK organisations should be vigilant about this possibility. Any concerns during an event should be reported to the Welfare Officer or other responsible person. If a professional photographer is commissioned or the press are invited to an event, it is important that they understand your expectations of them in relation to child protection.

EMD UK will:

- Provide a clear brief about what is considered appropriate in terms of their behaviour and the content of the photography;
- Issue them with identification which they must display at all times;
- Inform participants and parents that a photographer will be present at the event and ensure they consent to filming and photography and to its publication;
- Will not allow photographers unsupervised access to participants or one-to-one photo sessions during the event;
- Will not approve photo sessions outside the events or at a participant's home.

If parents or other spectators are intending to photograph or video at an event they will also be made aware of EMD UK's expectations:

- Spectators will be asked to register at an event if they wish to use photographic equipment;
- Participants and parents will be informed that if they have concerns they can report these to the organiser;
- Concerns regarding inappropriate or intrusive photography should be reported to the organiser and recorded in accordance with the EMD UK Protection Policy.

Videoring as a teaching or coaching aid

Video can be a legitimate coaching aid for coaches and teachers. However, if it is used, it will be made sure participants and their parents or carers understand that it is part of the coaching programme. Films will then be stored safely and securely.

Using photographs of children on websites

Photographs of children and young people on websites can pose direct or indirect risks to their subjects. For example, images accompanied by personal information (i.e. 'this is X who likes to collect stamps') could be used by an individual to learn more about a child prior to 'grooming' them for abuse, or, the content of the photo could be used or adapted for inappropriate use.

To minimise the potential for misuse, EMD UK will:

- Avoid using children's names (first name or surname) in photograph captions. If the child is named, a photograph will not be used. If a photograph is used the child will not be named.
- Ask for children's and parent's permission to use an image. This ensures that they are aware of the way their image is being used.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. This must be taken into consideration when designing costumes.

Public Information

The specific details concerning photographic, video and filming equipment registration should, where possible, be published predominantly in event programmes and announced over the public address systems prior to the start of the event. The recommended wording is:

'In line with recommendations of the EMD UK Safeguarding Policy, the promoters of this event request that any person wishing to engage in any filming, video or photography should register their details with staff at the event organisers desk before carrying out such photography. The promoter reserves the right of entry and reserves the right to decline entry to any person unable to meet or abide by the event organiser's conditions.'

Parents and other spectators intending to photograph or video at an event will be asked to register and complete a self-declaration form.

In the case of very large events (such as the Royal Albert Hall) where the above registration process is not possible, the following statement should be used in the event programme:

'In accordance with the EMD UK Safeguarding and Policy your due diligence is requested with regards to taking and using photos or video footage at this event. Official photographers have been commissioned and consent has been requested from all performers to be included in group shots. However please note that some performers may not have given their consent for individual or close range pictures either of themselves or children or vulnerable adults in their care. If you do take any photos or video footage during this event, please refrain from any unnecessary close up shots (especially of children or vulnerable adults) and please remember that it is illegal for you to use any of these images on websites or in promotional material without the consent of the individual. Further guidelines are available on request from EMD UK.'