

FMAC photography and filming policy

The purpose and scope of this policy statement

Family Martial Arts Centres works with children, adults and families as part of its activities. These include: Martial arts classes, graduations, seminars, competitions, summer camps and other social events.

The purpose of this policy statement is to:

- protect students who take part in Family Martial Arts Centres classes, events and graduations, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to Photographs / videos being taken of children and students during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and students

This policy statement applies to all instructors, students and other adults associated with Family Martial Arts Centres.

Photography and/or filming for personal use

When students themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers and students that photographs and videos taken during our events could be used by Family Martial Arts Centres on our website, Facebook pages and other social media, unless consent has been verbally withdrawn before events or on enrollment.
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding students, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Family Martial Arts Centres's use

We recognise that our group or instructors may use photography and filming during classes and events. However, students or their parents/carers must be made aware that this is part of the programme on enrolment.

Consent can be withdrawn verbally or in writing at any time.

If we hire a photographer for one of our events, we will seek to keep students safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- informing students and parents/carers that a photographer will be at the event and ensuring they give verbal consent to images which feature them or their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Family Martial Arts Centres) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children / students they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Family Martial Arts Centres will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children / students who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform students, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a colored identification badge.

If Family Martial Arts Centres is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of students / children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information commissioner's office website at ico.org.uk]

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

[More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection]

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on:

.....(date) Signed:

.....
[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date:

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0116 234 7246 | Email: learning@nspcc.org.uk | Twitter: [@NSPCCpro](https://twitter.com/NSPCCpro)

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