

1) Aims

- a) Youth Music Theatre UK is aware that there are many concerns raised over the taking of both still and moving images of young people on residential courses and this policy is designed to re-assure young people, parents, carers and professional organisations alike that the charity takes its responsibilities seriously in this respect.
- b) The charity is also aware that many young people and parents are keen to have a record of their (child's) involvement and that this should be accommodated where possible and within the bounds of the necessary constraints.
- c) YMT also has requirements in respect of the promotion of its own activities both in print and on film/CD and these need to be accommodated within the policy.
- d) Both video and photography may be necessary for the ongoing development of a project and in some cases may be integral to the artistic nature of that project, for instance where video material from rehearsals is shown as part of a presentation or performance.
- e) Finally, YMT hopes to be able to keep an archive of much of its work which will be in the form of photographic stills or video and film.
- f) The aim of this policy is to put in place safeguards to ensure that no material will be used inappropriately or fall into the wrong hands.

2) The Participants

- a) All young people (or their parents/carers if under 18 years of age) will be asked whether they wish to complete a waver form allowing their image to be used for a variety of purposes. This will include options on still photography, video and film and it will identify separate uses such as archive, promotion and internet publication.
- b) Any young person known to be in the care of a local authority or other agency cannot be photographed or filmed at any point in the project and, if photographs or film are taken, they should be set up without the participation of the young people in care.

3) The Photographer/filmmaker

- a) YMT will maintain a list of authorised photographers and filmmakers who may take still and moving images of young people on its projects. In some cases these may be professional photographers, in other cases they may be artistic staff involved in the project or a staff member such as a chaperone or stage manager.
- b) Authorised photographers will all receive an enhanced Criminal Records Bureau check or, in the case of Northern Ireland and Scotland, a police check.
- c) All authorised photographers shall be required to inform the charity of their change of address if they are in possession of any YMT material.
- d) Although the copyright of the material will normally rest with the photographer its use shall be restricted for YMT purposes only.

- e) All authorised photographers shall be asked to sign a document agreeing that the material shall not be given to any third party and shall be used only for the purposes required by YMT.
- f) Any material held by an authorised photographer shall be kept secure and discreet from all other material he/she may own and shall be clearly labelled 'for the use of Youth Music Theatre UK only'.
- g) Youth Music Theatre UK reserves the right to ask the authorised photographer for the return of all material and to destroy any remaining material entirely at its own discretion.
- h) In the event that a CD of photographs or a video film is made available by the authorised photographer for purchase by parents and/or children involved in the project, these sales may only be made to young people known to have participated in the project as approved by the YMT Pastoral Care Manager. They shall not be made available to any other individual for any purpose, for instance for the promotion of the photographers own career or for casting purposes by another theatre or film company.
- i) The authorised photographer must keep a complete log of every copy of photographic or video material sent out on behalf of YMT whether to young people or authorised third parties. Where a third party, such as a website designer or national newspaper is involved, the authorised photographer should only release material on receipt of a written or emailed authorisation from YMT and should keep copies of all their authorisation documents.
- j) In the case of video and film, the material should only be edited by an authorised YMT editor and the final copies shall be lodged at YMT offices.
- k) On no account should YMT video material be edited or intercut into video material from other sources of any kind whatsoever except where this is done by a recognised film/television company and under authorisation from the YMT General Manager.

4) The Taking of Photographs

- a) Except for the circumstance of a performance, all people in the room should be CRB or police checked, or at the absolute discretion of the Pastoral Care Manager, should be undergoing a current CRB check by YMT, or should be bona fide observers approved by YMT, as for instance, in the case of arts council or government officials.
- b) There should always be another adult in the room at the time of the photography. There should never be a 'one on one' situation.
- c) Photography should only take place in rehearsal rooms and in public places. It should never take place in bedrooms or dormitories.
- d) The authorised photographer should never be on duty in another capacity, e.g. as a chaperone or stage manager. In order to take photographs, if they have another role within a project, the authorised photographer must obtain permission from the Head Chaperone and should ensure that a chaperone is in attendance at all times.
- e) It is understood that the young people themselves will want to take photographs as mementoes of their course. These should not, however, be taken during the course of rehearsals or a performance. Young people will be discouraged by pastoral staff from taking photographs in bedrooms or dormitories.
- f) Parents and carers will not be allowed to take photographs during performances nor will they be allowed to take video recordings of any activity. However, provision will be made for

parents and relatives to take photographs at the end of each project, after the performance, and usually of groups or 'set up' shorts arranged by the pastoral and artistic staff.

- g) Prior to each performance, an announcement will be made to the audience explaining that photographs and video may not be taken during the performance. At this point it may be explained to the audience of a workshop that will be able to take photographs but not video after the performance is completed. This will enable staff to remove any children or young people who for any reason cannot have their photograph taken.
- h) Press photographers will be allowed to take photographs at officially sanctioned press calls at which a registered chaperone shall be present. Any press photographer must provide authentication of their professional status, either by proof of their employment by an agency or newspaper or their membership of an appropriate professional body. Press photographers must supply the registered chaperone with full details of their employment and/or personal contact details and these will be logged in the Pastoral Day Book for the project.

5) Usage by YMT

- a) The charity may use both stills photographs and video material for a variety of purposes as follows:
 - i) Photographs for the design of leaflets and posters
 - ii) Photographs for the design of newspaper and magazine advertising
 - iii) Photographs for the design of website pages
 - iv) Videos to promote a specific production, e.g. to a venue
 - v) Videos to promote the company as a whole, e.g. to a funding body
- b) Youth Music Theatre UK will keep an up to date list of all authorised photographers on its books with details of their contact details, their CRB checks and a list of the material that they have at their home address, including any material held on computer.
- c) Where ever possible the authorised photographer will lodge all video material including originals with YMT and these shall be held at YMT's offices. Where this is not desirable, for instance where the photographer is also an editor and has their own editing suite, they shall abide by the policy in 3.a to 3.k. above. YMT has the right to revoke this situation and to ask any authorised photographer for the return of all material held by the authorised photographer.
- d) YMT will keep a detailed record of any photographs or video material released to a third party, such as newspapers, web designers, funding bodies or any other organisation for whatsoever reason.

6) Failure to comply

- a) In the event that the authorised photographer fails to comply with any of the provisions within the policy, or if it comes to the notice of a member of staff that photographic or video material has been in any way misused, then the Pastoral Care Manager shall inform both the General Manager and the Board member responsible for Child Protection and they shall undertake an investigation into the incident and shall decide upon what action should be taken, up to and including referral to outside agencies.

Policy agreed at a Board meeting held on 4th August 2004.
Signed

John Marsh, Chair

Beverley Clarke
Trustee