



## Photography, Video and Audio Recording Policy

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### 1. Introduction

Soundabout’s work involves the taking and use of photographic, video and audio recordings to:

- showcase the impact of the charity’s work
- for evaluation and research
- for publicity and marketing, including on its website, social media and in publications

Soundabout recognises that the act of photographing, video and audio recording images of children, young people and vulnerable adults is associated with potential risk if shared with personal information.

This policy refers to:

- photography
- video recording
- audio recording
- recording of Zoom/Teams calls
- any of the above shared with Soundabout by an individual

### 2. Policy statement

Soundabout is committed to safeguarding the welfare of the children, young people and vulnerable adults it supports, and ensuring they are treated with care, respect and dignity. Any photograph, video or audio recording taken of a child, young person or vulnerable adult must be for legitimate purposed in accordance with the charity’s objectives.

This policy applies to the taking of photographs, video and audio recordings, whether for use by Soundabout, its funders, partners or the media. The procedures for the use of these images/recordings are also covered in the charity's Privacy Policy as images are classed as personal information. This policy must be read in conjunction with the Soundabout Privacy Policy.

This policy will be reviewed every 3 years, or sooner if required.

### 3. Consent

Soundabout does not permit photographs, other images, video or audio recordings of children, young people or vulnerable adults to be taken without the consent of the parents, guardians, carers and the young person if aged 13 years or older and has the capacity to consent. **This consent is valid for three years** unless it is requested to be withdrawn. Consent can be withdrawn at any time by informing Soundabout in writing or by email.

We are unable to withdraw images already published in printed books, newspapers, magazines and journals, but will remove online photographs, video and audio recordings where possible.

If any media is selected to be used in high-profile contexts, such as YouTube videos and television programmes, Soundabout will always seek further permission from parents, guardians, carers and the children/young people. Soundabout takes all steps to ensure that all media is used solely for the purposes they are intended for.

This policy will be reiterated verbally at concerts or printed in the programme in order to remind attendees.

### 4. Security of images and recordings

Soundabout undertakes that any images, video and audio recordings are stored securely in our cloud-based storage- Sharepoint in Office 365 and Dropbox.

### 5. Use of images and recordings

Soundabout uses images and recordings for:

internal purposes of service evaluation and research

- external use - presentations and publications to provide information or raise awareness/funds (printed and online), annual reports, thank you letters
- external use - on the Soundabout website and social media platforms

Images and recordings of children, young people and vulnerable adults will not be published or publicly displayed with information that could easily permit the personal identification of the individual. Soundabout will not include anyone's name alongside their image unless additional and specific consent is given, this will be asked for separately and specific reasons will be given as to why this is being requested.

## 6. Use of personal devices

'Personal devices' include but are not limited to smartphones, tablets and laptop computers owned by Soundabout staff, trustees, volunteers and Music Practitioners.

Soundabout does not permit staff, trustees, volunteers and Music Practitioners to using any personal equipment to take photos, videos and audio recordings of children, young people and vulnerable adults. Only cameras or devices belonging to Soundabout must be used.

Please refer to the Mobile phones and Computer policy.

### Review

	Date	Completed by
First Written	March 2018	Jo Colton
Updated	1/3/2021	Philippa Higginbottom
Agreed	7/4/2021	Rob Marshall
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