



Guidelines for taking photographs or film footage of students in class (“Guidelines”)

The Guidelines should be followed by all students; parents, guardians or friends of students; all visitors; and the media. All iMovers faculty are required to follow the Guidelines in taking photographs or film footage.

General principles

The overall aims of these guidelines are:

- To reduce the opportunities for unscrupulous individuals to gain access to, or information about, children and young persons taking part in iMovers;
- To protect children and young persons wherever photographs or recorded images are taken and stored.

Consent

Parents or guardians of students and all students will be asked to confirm consent is given by marking the check box in sign up form for photographs and/or film footage to be taken and they have the right not to give that consent.

- No young person will be excluded from an activity should consent not be given.

General guidelines for taking photographs and/or film footage

- All children featured should be appropriately dressed in the kit they wear for the iMovers sessions, t-shirt, leggings, shorts or tracksuit trousers.
- The photograph should focus on the activity not on a particular student.
- Where possible images of children should be recorded in groups. Include the dance teacher/workshop leader in the photograph and/or film footage when it is

appropriate to do so.

- Photographs and film footage should be representative, accurate and sensitive to religious and cultural beliefs.

Use and Publication of Images

The Guidelines apply to publication in print, on the iMovers website and on social media platforms managed by iMovers

- All photographs and film footage intended for publication must be taken in accordance with the Guidelines.
- If a photograph or film is used, avoid naming the young person or use their first name only. iMovers will not give any details that may lead to a personal identification of a child. Personal details such as e-mail address, home address and telephone numbers must never be released.
- In some circumstances, it may be necessary for iMovers to use full names. If for example a local newspaper or news channel featured the programme. If this is necessary iMovers will only give out names if they are satisfied that informed consent has been obtained from the student, their parents or guardian.
- Photographs and film footage used specifically for publicity material such as leaflets and posters in print or on iMovers website or social media platforms should not be continuously re-used. Images should be used in conjunction with the project they relate to and should be reviewed regularly.

Commissioning photography

When commissioning professional photographers or inviting the press to watch a iMovers event or activity, iMovers will ensure they are clear about the expectations of them in relation to Safeguarding and they will be provided with the Guidelines.

iMovers will provide photographers with a clear brief about what is considered appropriate in terms of content and behaviour and aim to seek assurances from the photographer that photographs will not be sold on or made available to any inappropriate organisation or individuals

Photographers will not be left unsupervised when working with children. iMovers staff must be present at all times.

Students will be informed when a photographer/videographer is on site and that they are working in a capacity for iMovers.

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