



teach me kung fu schools



### **Photography and filming policy**

Teach Me Kung Fu Schools works with children and families as part of its activities. These include the provision of kung fu lessons, gradings and graduations, promotional events such as festivals and carnivals and other ad hoc events such as Easter Egg Hunts and Fun Days.

The purpose of this policy statement is to:

- protect children and young people who take part in Teach Me Kung Fu Schools events and activities, 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 young people 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 young people

This policy statement applies to all staff, volunteers and other adults associated with Teach Me Kung Fu Schools.

#### Photography and/or filming for personal use

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

- reminding parents/carers and children that they need to give consent for Teach Me Kung Fu Schools to take and use images of children
- asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- 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

#### Photography and/or filming for Teach Me Kung Fu Schools' use

In accordance with our children's safeguarding policy we will not permit photographs, media clips or other images of children to be taken without the consent of the parents (or carers) and the child. Teach Me Kung Fu Schools will take all steps to ensure these images are used solely for the purposes

they are intended. If you become aware that these images are being used inappropriately you should inform Teach Me Kung Fu Schools immediately.

Occasionally, we may take photographs, or make video recordings of the children at our school. We may use these images in our promotional material or in other printed publications that we produce, as well as on our website or social media pages.

### **Conditions of use**

1. We will not use the personal details or names (which means first name **and** surname) of any child in a photograph on our website, on our social media platforms or in any of our other printed publications. In the case of social media, this also means we will not 'tag' the student or parent or in any way identify the student if they are under 18 years old.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website, on our social media platforms or in other printed publications.
3. If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption.
4. If we name a student in the text, we will not use a photograph of that child to accompany the article.
5. We may use group or class photographs or footage with very general labels, such as "Graduation day".
6. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. If images are taken by local press/media, or parents/guests, the school will not have control of these images.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content
- ensuring the photographer wears identification at all times
- informing children and parents/carers that a photographer will be at the event
- not allowing the photographer to have unsupervised access to children

### Photography and/or filming for wider use

Photographs, or video recordings may be taken, of the children at our school e.g. at a demonstration or graduation for use in the local press. These images may be used in publication to the general public.

Where possible, Teach Me Kung Fu Schools will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children 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 children, parents and carers that an external photographer is present (when known) and ensure they are easily identifiable where possible.

If Teach Me Kung Fu Schools is concerned that someone unknown to us is using our sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

#### Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and GDPR policies.