



PHOTOGRAPHY/RECORDED IMAGES

Coventry Music and its partners will promote its activity through recorded media taken from its events. This material will contain images of children that have participated in (either as a performer or an audience member) Coventry Music events.

The interests and the welfare of children taking part in Coventry Music activities are paramount therefore Coventry Music has put in place various safeguarding procedures. These safeguards will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources, media publications, on the internet and elsewhere.

Coventry Music will seek permission from parents/guardians of children or via designated responsible adult group leaders to televise, record or photograph the event which will include children performing and watching as a member of the audience.

If permission is gained Coventry Music/and their partners - where consent has been given - may use the recorded media for the following purposes:

- broadcasting any such recording or selling, hiring or otherwise making those sounds and images available in any audio, video or audio-visual form to the public without restriction
- making photographs available to the public without restriction
- using these sounds and images for publicity of the work of Coventry Music and their partners, anywhere in the world and retaining copies of the recordings and photographs in Coventry Music archives for use in future publicity for an unspecified time.

Permission will be sought via a Recorded Media Consent Form or similar consensual document. If consent is declined Coventry Music will inform its photographers and film crew in advance of the performance to ensure no recording is made of the child in question. Coventry Music will also advise audience members not to take photos/films of the group in question and ask venue stewards to assist in enforcing no photography/filming by the audience for the performance. However Coventry Music is not responsible for any recordings made by members of the public despite its best efforts to ensure this does not happen. Coventry Music will ensure that only images with full consent will be shared for use by their partner organisations. If there is any doubt then images will not be shared.

The following should be considered when deciding what images and recordings to make use of:

- We will never supply the full name (first name and family name) of the child or children along with the image/recording
- We will only use images of children in suitable dress

Depending on the role required of them by Coventry Music any photographer/videographer may be required to have a DBS. Coventry Music would never engage a photographer or film crew to work unsupervised away from the event location with children. Coventry Music will always inform groups when an official photographer or film crew has been engaged at an event.

Photographs at events taken by Coventry Music staff and volunteers may be used for official use, where deemed suitable, so long as they meet the conditions already set out above. It is not acceptable for Coventry Music staff and volunteers to take photos or make recordings at events for their own personal use which contain images of children.

Any press or broadcasting companies wishing to attend events will be required to carry identification as deemed appropriate. The press may wish to take photos or film your group and you are given the opportunity to decline even if you have given permission via the Recorded Media Consent Form.

If groups have any concerns regarding inappropriate or intrusive photography, these should be reported to a member of Coventry Music staff at the event.

Specific examples of previous usage of images and recordings by Coventry Music include the Coventry Music website, social media sites (YouTube, Twitter, facebook, instagram), DVDs, press coverage – newspaper, radio and television, Coventry Music printed literature.