



MEDIA PERMISSIONS (USE OF RECORDING DEVICES AND IMAGES)

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November 2023	2.3	Updated by Senior Leader, Operations	Operational SLT 24/11/23
April 2024	2.4	Section 8 retention of data	DPO 24/04/2024

1 Purpose

The purpose of this policy is to:

- protect children, young people and vulnerable adults who take part in Kent Music’s services, events, and activities, specifically those where photographs, videos, and recordings may be taken
- set out the overarching principles that guide our approach to photographs/videos/recordings being taken of children, young people and vulnerable adults 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, young people, and vulnerable adults

This policy applies to all staff, volunteers and other adults associated with Kent Music.

2 Related documents

This policy should be read alongside our organisational policies and procedures, including:

- Safeguarding policy
- Procedures for responding to concerns about a child or young person’s wellbeing
- Code of conduct for adults working with children and young people
- Staff Code of Conduct
- Online safety policy and guidance
- Acceptable Use of Technology Policy
- Online Instrumental and Vocal Lessons Guidance for Parents, Carers and Learners
- Online Instrumental and Vocal Lessons Guidance for Teachers

- Data Management Policy

3 Data protection

Kent Music is registered with the Information Commissioner's Office (ICO). Kent Music has implemented an Acceptable Use of Technology policy which will cover all staff. This will include an audit and ongoing monitoring of compliance.

4 Safeguarding

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely

We recognise that:

- the welfare of the children and young people taking part in our activities is paramount
- children and their parents/carers have a right to decide whether their images are taken and how these may be used
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online

We will seek to keep children and young people safe by:

- always asking for written consent from the parents or carers, or the child themselves (if ages 13 or older) BEFORE taking and/or using a child's image
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing
- using images that positively reflect young people's involvement in the activity

5 Online activities

5.1 Requirements for parents/carers

Although homes may not have much "spare space" and may have other people around, it is helpful to think about where the learner is going to be and get things set up before each lesson or session. This should make sessions easier, safer, and more enjoyable.

The space should be somewhere:

- with room to play an instrument/microphone and space to set up the laptop/PC/phone they will use to connect to the online lesson or course

- where the student can focus and that is not noisy
- within earshot of a parent, carer, or responsible adult (to help sort out practical difficulties, if the internet connection drops, or if the student is uncomfortable about anything)
- that is not an inappropriate place (like a bedroom or bathroom)

5.2 Screen recording and/or taking screenshots in online activities

It is not possible for Kent Music to prohibit participants from recording still or video images of their computer screen, whether they use software built into the computer or take pictures or videos of their screen using another device. However, we will ask all participants before or at the start of an online activity not to take screenshots or video recordings of any part of the session.

5.3 Recording of online activities

Kent Music currently uses Zoom Video Communications zoom.us and Microsoft Teams teams.microsoft.com for videotelephony. It is possible for the session host to record audio and video through these applications – it is our policy that only Kent Music employees using their Kent Music email address and a Kent Music (not personal) device will be used for recordings, and these will be stored on a Kent Music device or on our server.

Consent must be sought from the tutor in advance if any recording is to be taken of the tutor either vocally or visually.

6 Kent Music Events

6.1 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 publish guidance about image sharing in advance, or at the event and/or announce details of our media policy before the start of the event. This includes:

- reminding parents/carers and children that they need to give consent for Kent Music 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

6.2 Photography and/or filming for Kent Music's use

Images taken for administration purposes are exempt from this requirement for consent unless they were to be passed to a third party, when consent would be requested.

Images posted online to Kent Music websites or social media accounts should never be, and never be approved to be, accompanied by the full name of the child or any personal contact information.

The Designated Safeguarding Lead (DSL) and Deputy DSLs for Kent Music have overall responsibility for ensuring the acceptable, safe use and storage of all recording technologies and images involving children, young people, and vulnerable adults. Responsibility for individual activities and programmes within Kent Music will lie with the Programme or Activity Manager, in consultation with the DSL. All images (including moving images) should be available for scrutiny by the DSL and staff members should be able to justify any images in their possession. Images taken should be uploaded to the Kent Music secure storage where they will be securely held. Once uploaded it is the tutor's responsibility to delete the image from the recording device.

External photographers/videographers engaged by Kent Music should read this policy and have an agreed plan for obtaining and storing of images of students, negotiated with the DSL and/or Communications Manager and specified in their contract for services. Images should not be posted on third party websites without express permission from Kent Music and with specific parental consent.

In line with Kent Music's Acceptable Use of Technology policy, images stored on Kent Music staff's personal devices must be transferred to the secure Kent Music storage area as soon as is reasonably practicable and deleted from personal devices.

7 Recording of Images for Educational Purposes

We recognise that our teachers and music leaders may use photography and filming as a teaching aid in activities. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

8 Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Digital copies of consent forms will be stored in a separate secure folder with restricted access. Any physical consent forms will be scanned and stored in the same folder. Consent given through SpeedAdmin is only accessible through secure login to select members of Kent Music staff through the SpeedAdmin system.

Consent lasts for seven years from the time the image is taken, unless explicitly withdrawn by a parent or carer.

9 Contact details

Designated Safeguarding Lead

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Deputy Designated Safeguarding Leads

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