

## **Green Room Place (GRP) Photograph & Video Policy**

*Updated & Approved by Company Directors and Qualified Pastoral Staff on January 27th, 2025.*

### **1. Policy Statement**

Green Room Place (GRP) is committed to safeguarding the welfare of all children and young people attending our music courses. This policy outlines how photographs and videos will be taken, used, and stored during residential and other events, ensuring that students' privacy, dignity, and safety are maintained at all times.

The policy applies to all team members, volunteers, contractors, and anyone who may take photographs or videos at GRP events or activities involving students under the age of 18.

### **2. Purpose and Scope**

The purpose of this policy is to set out guidelines for the safe and respectful use of images and videos. GRP may use photographs or videos for promotional, educational, and archival purposes, but the safety and privacy of students will always take precedence. This policy covers all forms of media, including but not limited to, photos, video recordings, and audio clips.

### **3. Consent and Parental Permission**

- **Parental Consent:** Before any photographs or videos are taken, GRP will obtain written consent from parents or guardians of students under 18 years old. This consent will outline the specific purposes for which images may be used (e.g., promotional materials, social media, etc.).
- **Ongoing Consent:** Students and parents will have the option to withdraw consent at any time during the residency. If consent is withdrawn, any future use of photographs or videos will cease, although previously published materials may not always be retractable.
- **Special Considerations:** Parents or guardians may request that their child not be photographed or videoed under any circumstances, and these preferences will be respected.

### **4. Guidelines for Taking Photographs and Videos**

- **Permission Required:** Only GRP staff members, official photographers, or approved videographers will be allowed to take photographs or videos during residential courses,

performances, or other GRP events. They must have prior approval from the NCPO (Nominated Child Protection Officer) or a senior member of staff.

- **Respect for Privacy:** Photographs and videos should not be taken in private settings (e.g., dorm rooms, bathrooms, or changing areas). All photographs and videos should be taken in public spaces or areas where students are comfortable and aware.
- **Sensitive Situations:** If photographs or videos are being taken during potentially vulnerable moments (such as during emotional or distressing situations), GRP staff will ensure that appropriate care and sensitivity are exercised. No child should be coerced or pressured into being photographed or filmed.

## 5. Use of Photographs and Videos

- **Marketing and Promotional Materials:** With explicit parental consent, photographs and videos may be used for GRP's marketing, advertising, and promotional materials, including websites, social media accounts, brochures, posters, and videos. All materials will be created and shared in a way that maintains the dignity of the students involved.
- **Archival Use:** Photographs and videos may also be stored for internal archival purposes, such as documenting events or activities for future reference. Access to this material will be restricted to authorised GRP staff.
- **Social Media and Website:** Any photos or videos published on GRP's social media accounts or websites will be shared with the explicit consent of the students and their families. If any student or parent objects to specific photos or videos appearing on social media, they can contact the NCPO or relevant staff member, and the material will be promptly removed.

## 6. Storage and Security of Images

- **Secure Storage:** All photographs and videos will be stored securely, whether on physical media (e.g., hard drives) or digital platforms. Access will be restricted to authorised personnel only.
- **Retention Period:** GRP will retain images and videos for no longer than is necessary to fulfil the purposes outlined in this policy. After the retention period, all images and videos will be securely deleted or disposed of, in compliance with GDPR regulations and GRP's data retention policy.

## 7. Reporting Concerns About Images

- **Safeguarding Concerns:** If any parent, guardian, or team member has concerns about the misuse of photographs or videos, they should report it immediately to the NCPO or another senior staff member. The concern will be taken seriously and investigated in accordance with GRP's Safeguarding & Child Protection Policy.
- **Complaints:** If a student or parent feels that an image or video has been misused or improperly shared, they should contact the NCPO. If the issue is not resolved to the satisfaction of the complainant, they may escalate the concern through GRP's formal complaints procedure.

## **8. Guidance for Team Members**

- **Professional Conduct:** All team members must adhere to the highest standards of professional conduct when taking or handling photographs or videos of students. They should ensure that images or videos are appropriate, respectful, and in line with GRP's values.
- **Social Media:** Team members should avoid posting images or videos of students on their personal social media accounts unless they have received specific permission from the NCPO and the student's parent or guardian.

## **9. Review and Updates**

This policy will be reviewed annually as part of GRP's safeguarding review process. Any changes to this policy will be communicated to students, parents, and team members in a timely and clear manner.