



## PHOTOGRAPHY, RECORDING & FILMING POLICY

# CHIPPING NORTON MUSIC FESTIVAL

Friday 10th March – Saturday, 25 March 2023

**CHAIR:** Sarah Cobb, Castle Bank, Shipton-under-Wychwood OX7 6BB ☎07836 518868  
**SECRETARY:** Vicki Pike, Station House, Station Road, Kingham, Oxon OX7 6UP ☎07949 299278  
**TREASURER:** Richard Wood, 50 The Leys, Chipping Norton OX7 5HH ☎01608 641439  
**VENUES:** Chipping Norton Town Hall, Chipping Norton School, Chequers, in Chipping Norton .

## 1 Introduction

Parents/carers/guardians often want to be able to celebrate the achievements of their children when taking part in Festival activities through taking photographs or films. The Festival also wants to promote our activities to encourage increased participation. However, only individuals officially registered with the Festival will be allowed to carry out photography and/or filming during the Festival with the permission of the committee.

This policy is designed to ensure that appropriate and proportionate safeguards are put in place regarding photography / filming and the subsequent use of the images captured. The Festival takes all reasonable steps to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

This policy applies to any device that can record sound/images using cameras, mobile phones and any other equipment.

This policy has been developed in line with the guidance provided by the British & International Federation of Festivals for Music, Dance & Speech, to which the Festival is affiliated.

## 2 Policy Statements

### The Festival

The Festival Committee appoints an Official Photographer to record images on behalf of the Festival. The Official Photographer is known to the Committee and has been cleared with the Disclosure Barring Service.

Only the Festival Official Photographer is automatically allowed to record images during classes and other performances and will be identifiable by a badge bearing the words 'Official Photographer'.

The Festival retains the right to control how and where images recorded by the Official Photographer can be used.

Where the Festival uses images (e.g. submitted to the press, on its website or in its publications), images may be labelled with the name of a group (e.g. a choir or school) but not by the individual name of a child or a member of a vulnerable group of any age to safeguard their identity. Exceptions to this are where explicit agreement has been reached with the relevant parent/guardian/carer.

Members of the press or other media may also attend to record images during classes and other performances. This is only possible by prior arrangement with the Committee. Members of the press so allowed will also adhere to this policy.

Organisers of group entries (e.g. schools and choirs) may be invited to allow an appointed representative to record an image of their participants. The Festival may do this and is not liable for what may happen to such images as carried out in good faith by prior arrangement.

The Festival organisers will post notices in line with the above at the venues listed.

Where venues have multiple uses the Festival's policy only applies to the parts of the venue in use by the Festival at the time.

#### People attending the Festival

Anyone attending the Festival at the venues listed above **must not** record sound or images during classes and other performances. If a person fails to comply then they will be asked to stop and may be asked to leave the venue.