



Bromley Youth Music Trust

Recorded Media Policy

Bromley Youth Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Bromley Youth Music Trust is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our community to model this in their behaviour and relationships.

Last Reviewed	April 2020
Reviewed by	GS /SB
Date of next review	

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**ARTS COUNCIL
ENGLAND**



Bromley Youth Music Trust wants to promote and celebrate its musical activity through recorded media. This material will contain images of children and young people that have participated in various activities/events, either as a performer or as an audience member.

The interests and wellbeing of our members are paramount and BYMT follows strict and legal Safeguarding protocols that ensure that all necessary steps are taken to protect children and young people at all times and from the inappropriate use of images.

Permission is sought via the Registration Form in SpeedAdmin. If consent is declined, please be aware that BYMT will contact you to discuss your reasons and decision, and that this may result in your child being unable to perform in certain events.

BYMT assures you that:

- We will never supply the full name of the child/children along with the image/recording, unless written permission has been granted
- We will only use images of children in suitable dress
- All BYMT photographers will be required to have an Enhanced DBS
- A photographer or film crew will never work unsupervised alongside children and young people

Once permission is gained, BYMT may use the Recorded Media for the following purposes:

- Using these sounds and images to celebrate and publicise the work of BYMT anywhere worldwide, and may retain archive copies of such recordings and photographs for use in future publicity for an unspecified time
- Photographs will be in the public domain and are therefore without restriction
- BYMT reserves the right for use the recorded media for selling/hiring/promoting and obtaining future funding

If you ever have any concerns regarding inappropriate/intrusive photography, please report these immediately to a member of staff. Please be aware that it is never appropriate for BYMT staff and volunteers to take photos or make recordings for personal use.

Audience members will be advised on the day of the performance itself whether they have permission to photograph/record a particular event/activity. BYMT disclaims any responsibility for recordings made by members of the public when they have been advised that photograph/recording are not allowed, despite our best efforts to ensure that this doesn't happen.

On occasion, press and broadcasting companies may wish to take photos/film your child and even if you have given permission to BYMT, you will be given the opportunity to decline your permission in these circumstances.

If you wish to look at specific examples of how imagery is used to celebrate musical achievement, please look at our website.