

Photography and Image Sharing Guidance

Photographs or videos are used to celebrate the diversity of musical journeys and are always clear and child-centred. However, in this digital age, photographs can pose a growing danger to the safety of children, young people and their families and must be used with caution. Photos can fall into the wrong hands and can be easily manipulated once they are downloaded electronically.

All images taken will be used in a manner compliant with the GDPR and the Recorded Media Consent form signed by parents/carers

All Staff and Volunteers will adhere to the following:

- Staff and volunteers must not take photographs of any children in schools using a personal camera/mobile phone or download any photographs of children onto a personal computer.
- Photos should only be taken by the person who has been given specific permission by the Music Hub DSL/D. The professional photographer will work in accordance to this policy and the GDPR legislation.
- The Data Protection Officer is responsible for ensuring the acceptable, safe use and storage of all images within the Music Hub.

Safeguarding ‘Do’s and Don’ts’ with Photographs:

Do Not:

- include full names or personal contact details (of the subject) in any image you use
- create or use images of a looked after child without prior consent from Heather Burge (CLA co-ordinator) who will consult with the necessary professionals.
- use images of children in swimming costumes or other revealing dress – this reduces the risk of inappropriate use

Recorded Media for Children and Young People

Sheffield Music Hub will also create digital recorded media (including film, photos, audio) throughout the year to document special events, promote Music Hub activities, provide evidence for funders and funding applications, contribute to evaluations, inform parents/carers of a child’s activity when away from home on Music Hub trips, celebrate the diversity of members and musical genre and promote membership.

This media may be shared in the public domain over social media and our website.

These are [legitimate interests](#) pursued by the Music Hub and do not override the rights and freedoms of our members.

No action is required from parents/carers. However, you should read our [privacy statement](#) and understand your information rights.

Concerts and events: It is expected that parents and carers will be able to take recorded media of their child in performance with other children at publicly advertised events for their personal and private use. We are mindful that some families may have personal reasons for protecting their child's identity. If you have personal circumstances which would affect your child being recorded please note these below and someone from the team will contact you to discuss this further.