

Recording at Skipton Music Festival

Throughout this document, "recording" refers to any form of capture of sound or images, whether by camera, phone or any other equipment or recording device.

We are keen to celebrate the performances of all our young performers at the Festival. As a part of that, we have an official photographer who will be active during most, if not all of the classes at this year's Festival.

We appreciate that some children should not be photographed and also that some parents or carers have concerns about the use to which images may be put, while others are pleased to see recognition of the success of many young performers.

Skipton Music Festival Recording Policy

1. Unofficial recording

For reasons of safeguarding as well as the rights of professionals, such as accompanist and adjudicator, no unofficial recording is permitted under any circumstances. The performer may be disqualified and parents/guardians/carers (as well as the performer) may be asked to leave if this rule is contravened. **This applies to audio and video recordings as well as to still photography.**

2. Official Photographer

An official photographer will be present whenever possible. He/she will record performances and presentations (but not adjudications). Artistic copyright will rest with the photographer and images will be made available for a nominal sum to the performer or his/her parent/guardian/carer.

3. Safeguarding

The interests and welfare of children/young people/vulnerable adults taking part in the Festival are paramount. All images will be recorded to show each performer in a positive way.

Parents/carers/guardians have the right to decide whether images of children in their care may be taken and how they may be used. This decision can only be meaningful if children over 11 are consulted and that all those involved understand any potential risks associated with the use of these images.

No child/young person/vulnerable adult will be explicitly identified. In the case of a particular story about an individual, specific permission will be sought.

4. Use of images

The images recorded will be securely stored on the photographer's system for no more than 24 months. Low resolution copies will be available on the Festival website for no more than 14 months. The images may be used for publicity in print and online by the Press and/or by the Festival organisers. If there is a specific concern (for example, the use on social media), the choice of the responsible adult and the child (if over 11) will be recorded and respected.

5. General Recording

Wide angle, general images of Festival activities may be recorded. Individuals are unlikely to be identifiable in these images and it is not reasonable, practical or proportionate to require individual permission for such images.

6. Concerns

Anybody with concerns about this policy should contact the Festival Secretary or the Festival Safeguarding Officer.

Photography Safeguarding

We recognise the need to ensure the welfare and safety of all children, young people and vulnerable adults taking part in the Skipton Music Festival. In accordance with our Recording Policy, we will permit official still images of performers unless permission is withheld. No audio or video will be recorded.

The official images

- Will always be taken sympathetically to show performers in a positive way
- Will not explicitly identify who is appearing in the image
- May be published in print and online by the Festival organisers or by the press

Name (of applicant or parent/guardian/carer)
(Please print clearly!)

Name of performer
(Please print clearly!)

Class(es) entered
(This helps the photographer to identify the performer)

- I am happy that photos are taken and used according to the policy outlined above
- Please avoid all photographs
- You may photograph, but please do not use on social media (Facebook etc)
Select just **one** of these boxes!

Signed Date
(parent/guardian/carer)

Signed Date
(performer – if aged 11 or over)

*It will be a help if you can return this form as soon as possible.
Bringing it on the day risks the photographer not being informed.*

*Hand in or post this form to Chris Wright, 15 Walker Close, Glusburn, Keighley BD20 8PW
Alternatively, you can fill in the online form at skiptonmusicfestival.co.uk/photoform.php
or email the details to chris@woodchipcomputers.co.uk*

A note for teachers and leaders with groups, choirs etc.

If you have a child in your group who should not be photographed, please identify the group(s) above and then contact the photographer to arrange how best we can record your presence at the Festival while still respecting the privacy of just one or two.