

## ROYAL WOOTTON BASSETT ART FESTIVAL

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Reg. Charity No. 1135906



Creating Safer Festivals for Everyone: adopted by RWB Arts Festival

### Introduction and Purpose

Parents / carers / guardians often want to celebrate the achievements of their children when taking part in festival activities and regularly enjoy seeing photographs of their child's successes on Festival websites, social media, and even newspapers. Photography is an important part of a Festival, in terms of promotion, a record, and as a form of celebration. As a Festival, we recognise photographing children can be a sensitive issue and RWB Arts Festival is dedicated to ensuring the safety of the children who attend and perform at our events. The details in this process allow both child, parents / carers / guardians, and the Festival are able to celebrate together, and to do so in a safe way across the digital platforms we use (our website, Twitter, and Facebook).

This document details the way we take into account the risks of photographing children and how we understand and manage these risks in an appropriate and proportionate manner. For details on data handling of images, please refer to our Social Media Policy for more information.

*N.B. As a Festival we use photography, rather than film to capture the Festival as it happens.*

### Photographers and Legal considerations

The artistic copyright of any images taken will rest with the Festival photographer(s) – in the case of our Festival this is the Social Media Team who are specified on our Committee Page and can be identified by their badges during the Festival.

Members of the public are informed during the Festival, in the programme, and on the website, and elsewhere, that they are not permitted to take any photographs during the events. We reserve the right to ask any one breaking these rules to leave the Festival immediately.

We are not ISO bound, but we do adhere to GDPR rules, and we document our policies as a form of best practice, due to our Festival being predominantly aimed at children.

### Our Approach

At RWB Arts Festival, we are dedicated to maintaining child safety. We take steps to ensure children are safe at our events through being vigilant, through best practice, and by following good protocols to keep everyone who attends our Festivals and everyone who works at our Festival safe: regardless of their age. Much of our documentation and our processes and procedures, are modelled and derived on guidelines and advice as set out by BIFF (British and International Federation of Festivals). We welcome audits and reviews as appropriate.

## Managing Risks

In this digital age, we have to be aware of the risks posed both directly and indirectly when we use images on our website, social networks and / or promotional publications. We recognise identifying children can be problematic, and in order to mitigate any risk posed to children, we, as a Festival, only use first names. We recognise and understand some children are vulnerable, e.g. fostered or adopted children, and such simple steps can help limit a digital footprint of a child. We never copy a child into any social media posts, as we are aware that grooming, and other such criminal activities which can threaten children both on and off-line, can be exploited by those with nefarious intent. Our images are only used when consent is provided by the parent / carer / guardian.

## Best Practice

Festivals are a wide and varied performance space, so establishing what type of photograph is permissible is a more complex issue: our Festival policies and our expertise means that we are able to make these judgement calls carefully, following the advice of BIFF and maintaining the safekeeping of our entrants as our primary objective at all times.

As specified, the Social Media Team are the Festival photographers, and pledge to adhere to the due diligence as set out here and the Social Media Policy (which stipulates further information on how images are used and stored).

The devices used (in this case the Social Media Team's phones) are cleared down of all photographs taken during the Festival, as soon as the Festival is over. No photographs remain stored on personal devices at all once the Festival is finished.

It is reasonable for the RWB Arts Festival to take wide angle, general photos of festival activities (e.g. the highlights concert, group performances / presentations, café scenes etc). Separate to the issue of consents for identifying photographs / footage of individual entrants' parents and children should at least understand that these types of images may be taken during the Festival. As per BIFF recommendations: *'It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.'*

Photographs should only ever be taken in public places where other people are present (e.g. the parents who are giving consent) and no child should ever be taken to a separate private space to be photographed alone. For safety, photographs should be taken on the public 'Street' at the venue used by RWB Arts Festival in order that the welfare of the children is visibly and easily maintained. Photographs should never be taken in a room where the child is alone, or in a changing room where children may be doing costume changes for example. *Children must be accompanied by their parent / carer / guardian at all times, as per Festival rules.*

We acknowledge there is a potential for images to be misused or adapted, e.g. where children are dressed in dance outfits the photographs may be at greater risk of being

modified online. However, in order to mitigate these types of problems, we apply the following principles: we only take images of children when they are dressed in suitable clothes / costume, or from a distance when they are performing. We take upper body e.g. face, upper torso, and sometimes down to the knee shots where the child is holding their trophies or medals – and only ever with the explicit consent of the parent / carer / guardian. Photos should always be positive and appropriate, and should always take the child's welfare into account. It is always advisable to ensure that the child is also aware of why a photograph is being taken, taking into account their age and comprehension of things such as Facebook etc. (N.B. One has to be 13 years of age to have a social media account such as Facebook).

We acknowledge that inappropriate or adapted material can find its way onto websites showing child abuse images, and we mitigate the risk of these by requesting consent, taking photographs carefully, and of course, storing the photos carefully on our secure cloud system when necessary (e.g. if they are put on our website after the Festival, we retain a backup). We actively demonstrate these principles in order to maintain the safety of our attending entrants both during the Festival and after. As part of our GDPR awareness and best practice, we regularly review our documentation, and we erase or anonymise personal data when we no longer need it. Additionally, we will always adhere to the 'right to be forgotten' concept as set out in GDPR.

No photographs should ever be taken if the child's consent or the parent / carer / guardian's consent is not given.

### **Concerns**

Any concerns regarding inappropriate or intrusive photography should be reported to the Festival organiser and recorded in the same manner as any other child protection concern. The Festival Safeguarding Officer should detail the concern, and follow the appropriate measures of investigation, review, and revision where appropriate (of documentation, process or procedure etc, and if necessary, involving outside authorities and escalating as appropriate).