



## Photography/video policy

### Introduction

ISTA is an international arts organisation which produces over 60 international arts events each year for young people. ISTA brings together young people, artists and teachers from different countries in different settings to experience, create and learn about theatre.

ISTA works with host schools, visiting schools, artists, consultants, employees, parents and students to bring these international arts events to life. While ISTA wants to ensure that an attendee's progress is recorded and memories of an event are cherished, we take the safety of students (particularly children) seriously.

It is unfortunate however that in the climate in which we live there are individuals and organisations that use photographs or videos to put young people at risk. It is therefore necessary to ensure that the guidelines below are followed so that all young people can be kept safe before, during and after an ISTA event.

We therefore set out our policy for photography and videos below. As well as ISTA and its personnel adhering to this policy, ISTA expects this policy to be followed by students, parents and/or legal guardians.

***Please note, however, that in relation to our events that are operated for host and visiting schools, those schools will have the responsibility for photography and videos on their premises and/or on their trips.***

***This policy sets out our recommendations for these schools in respect of the events, but these schools shall be responsible for formulating their own policy. If you have any questions or concerns regarding a school's policy on photography or videos you should contact that school.***

### Before taking photographs or videos at an ISTA Event

1. For each ISTA event, the extent to which photography is needed and permitted must be considered.
2. Before taking any photographs or videos, written permission must have been sought from parents on behalf of students. An ISTA representative must be informed by the student, parent/legal guardian and/or school on the representative's arrival of:

- a. any student that does not have permission to have their photographs/videos taken; and
  - b. any student under a court order not to have photographs/videos taken and/or published, so that the ISTA representative can factor this into the event and can inform other relevant personnel and organisers. Please note that visiting schools and host schools are required to adhere to this part of the policy.
3. A student that has withheld their consent should be informed that while no close up photographs of that student will be taken, photographs with their incidental inclusion may not be completely prevented.
  4. Where photography or videos are prohibited, this must be verbally informed to the students and/or the audience (as applicable) at the beginning of the event.
  5. We would recommend that students are made aware by parents/legal guardians and/or schools of the public nature of social media and students should not be adding photographs or videos of other students they do not know on their own social media accounts.

#### **During and after an ISTA event**

Where photographs and videos are permitted during an ISTA event, the following procedures must be followed.

1. Establish the type of photographs or videos that appropriately represent the organisation (ISTA/school etc.) and the activity, and think carefully about any photographs showing attendees that would be appropriate online or in a publication.
2. Never supply the full name(s) or personal details of a student along with the image(s).
3. Only use photographs or videos of students in suitable dress. There are many activities that take place at an ISTA event, but some involve different movements or more intimate activities etc. and these may present a higher risk for potential misuse than others. Photographs or videos of these activities should:
  - a. focus on the activity rather than a particular person;
  - b. avoid showing the full face and body of an attendee; and
  - c. avoid publishing simultaneous photos of the same person to minimise the risk that a student is under a court order prohibiting their photo from being published.
4. Apply common sense when taking photographs or videos - do not take any that could put any student at risk. Appropriate photographs or videos may be used by ISTA including on its website, official social media pages and publications.
5. Photographs and videos that have not been published must be stored and

transferred securely and destroyed carefully.

### **What to do when using professional photographers**

Students and other relevant attendees must be made aware that a professional photographer is or will be in attendance.

Professional photographers used at an ISTA event must:

- be provided with a clear brief about what is considered appropriate in terms of content and behaviour;
- be issued with identification, which must be worn by the photographer at all times;
- not take photographs or videos of students whose parents have not provided permission for such activities or if the student themselves have not consented;
- not be allowed unsupervised access to young people or one-to-one photo sessions at events unless they are DBS checked (or equivalent); and
- not be allowed to photograph or video sessions related to the ISTA session away from the event.

### **ISTA staff**

It is essential that ISTA staff (artists) also adhere to this policy in its entirety. It should be stressed that you should not post any images on personal websites and social media etc.

### **How should I respond to concerns?**

If you have any concern regarding inappropriate or intrusive photography, these must be reported to ISTA, a host school or visiting school (as applicable) immediately. You can also email us on [tom@ista.co.uk](mailto:tom@ista.co.uk) to discuss any concerns.

**Tom Scott**  
**Event Manager**  
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