

SUTTON MUSIC FESTIVAL

PHOTOGRAPHY AND FILMING POLICY

This policy was approved by the Executive Committee of the Sutton Music Festival on 23 April 2015 and will be reviewed and updated annually by that Committee. It is consistent with the guidance from the British and International Federation of Festivals for Music, Drama and Speech published in August 2014.

As an organisation working with children and young people we are aware of the risks posed directly or indirectly through the use of images on web sites, social media and promotional publications.

Accordingly we have adopted the following principles:

- the interests and welfare of children taking part in Festival activities is paramount
- children and their parents/carers/guardians have a right to decide whether their images are taken, and how these may be used
- children over the age of 11 and their parents/carers/guardians must provide written consent for individual images to be taken and used
- consent is only meaningful when the Festival ensures that children and their parents/carers/guardians understand the nature of potential risks associated with the intended type, use and distribution of the images.

The following policy has been adopted:

1. No photography^[1] during the Festival with the exception of the Gala Concert, or other events by agreement of the Executive Committee.
2. Photography to be permitted by the Official Registered Photographer, to be registered with the Executive Committee at least three months before the event.
3. A written agreement with the Official Registered Photographer (approved by email exchange) to be in place one month before the event, using the model in the Appendix.
4. The Official Registered Photographer will have a name badge which will also say 'Official Photographer'
5. Written permission from parents/guardians of performers under the age of 18 to be obtained, together with the performer's permission if aged over 11, for individual photographs.
6. Photographs of young people under the age of 18 will not be identified publicly by name. Where there are a number of young performers, the photograph should focus on the whole group rather than individual children.
7. The Photographs to be used for the web site, in social media, for the press, and for general publicity only
8. Photograph retention to be specified in the agreement
9. All photographs to be taken in the main performance hall
10. Any concerns that parents/guardian have should be reported to the Festival Organiser.

Sutton Music Festival and others will take wide angle, more general photos of festival activities (e.g. Gala Concert group performances / presentations etc). Specific written consents for the use of such photographs will not be required. Parents and children should understand that these types of images will be taken during, or at specific points during and at the end of the Concert. 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.

Written permission for individual photographs will be sought when registering for the entry online, and this consent will be kept with the Festival Records for three years.

The following wording shall be used in the Syllabus, in the Festival Programme and the Gala Concert Programme, and shall be displayed and announced at the beginning of the Gala Concert:

‘No unauthorised photography or video recording is allowed in the performance areas at our Festival. Where parents, guardians or carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/ vulnerable adult is not included in official authorised photos.

‘If anyone has a concern about any photography/ filming taking place, then contact the Festival Organiser, who will be pleased to discuss this matter with you.’

Sutton Music Festival Executive Committee

April 2015

Last reviewed July 2026

Appendix

AGREEMENT BETWEEN SUTTON MUSIC FESTIVAL AND THE OFFICIALLY REGISTERED PHOTOGRAPHER

1. This agreement is between the Sutton Music Festival (SMF) and the Officially Registered Photographer (ORP), and covers the Sutton Music Festival for the current year.
2. The ORP shall be the only person permitted to take images during the Festival.
3. Photography will be still images only and will only be taken at the Gala Concert.
4. Photographs can be taken discreetly during the performances and at the end of the performance. All photographs must be taken in the performance hall.
5. Photographs shall remain the copyright of the ORP but may be used by the Festival for publicity purposes – on the web site, through social media and for the press.
6. Photographs may only be retained by the Festival’s Publicity and Marketing Officer and the website manager (for up to one year) and on the Festival website for the Festival archive by the website manager (indefinitely).
7. The ORP shall be made aware of the Festival’s Photography and Filming policy, and shall be kept informed of any changes to the policy.
8. Where there are a number of young performers, the photograph should focus on the whole group rather than individual children
9. The ORP shall bear an identification badge at all times during the event.

[1] 'Photography' includes filming using cameras and any digital device including laptops, tablets, phones or other mobile devices