



## **Photography & Filming Best Practice Guide**

### **Equipment**

- If photographs/filming is being done by MAODS Staff / Volunteers then it should be on MAODS' equipment only i.e. MAODS owned iPads and cameras – not personal devices (mobile telephones, iPads, cameras etc.)
- Any photographs/film plus the accompanying consent forms must be passed to Comms for storage in a restricted access folder,
- Any photographs/film should be uploaded onto MAODS equipment/technology/systems only. These will be stored in a restricted access folder.
- The exception to this is for professional photographers who are permitted to use their own equipment for photography/filming.

### **Consent**

- If photographs/filming is being done of individuals/small groups (less than 10 people in a non-public space – see below) then it is ESSENTIAL that the proper consent is obtained BEFORE the image/film is taken.
- If the subject(s) is an Adult – the Photography Consent Form for Adults should be completed.
- If the subject(s) is Under 18 – the Photography Consent Form for Under 18s should be completed by the subject's parent/guardian. An Under 18 cannot grant their own consent.
- If photography/filming is taking place in a Public Space (see below) then the Photography Location Warning Notice should be completed in advance of the event and displayed prominently at entrances/exits of the space.
- All of these forms are stored by the Secretary

### **Group Shots/Filming vs. Intimate Shots/Filming**

- Groups are defined as being more than 10 individuals where those individuals are not easily identifiable i.e. there are no close-up shots of individuals within that group. Please note the exception to this would be, for example, a workshop scenario involving Under 18s – in which case we would still need to obtain parental/guardian consent.
- You MUST give people the option to opt out of being included in Group Shots/Filming. The mechanism for this will be for them to identify themselves to a member of staff/volunteer and ask for a sticker so that we can identify them – this information is included on the Photography Location Warning Notice. The photographer MUST NOT take photographs/film anyone who is clearly wearing a sticker. If it transpires later that someone wearing a sticker is in a group shot, we must destroy that photograph/film.
- Intimate Shots/Filming is defined as being less than 10 individuals where they can be easily identifiable.
- You MUST gain the relevant consent BEFORE the any intimate photographs/filming is done. See Consent section above.

### **Photographs/Filming in Public Spaces**

- Public spaces are defined as large, open spaces e.g. the foyer, auditorium, galleries, outside etc.
- If you are planning on doing Group Shots then you must complete the Photography Location Warning Notice (see above) and brief members of staff/volunteers at Daily Briefing

### **Non-Public Spaces**

- Non-public spaces are defined as being anywhere where a door can be closed e.g. classroom, meeting room etc. It does not apply to our three auditoriums.

### **Social Media**

- Only the relevant permitted people can add images to MAODS' social media channels – please contact Claire Morris for more information.
- No images of Under 18/Vulnerable Adults should be shared on social media.

### **Photographs/Filming in Non-Public Spaces**

- Non-public spaces are defined as spaces such as classrooms, meeting rooms.
- Groups are defined as being more than 10 people with no close-up shots of individuals within that group. Please note the exception to this would be, for example, a workshop scenario involving Under 18s – in which case we would still need to obtain parental/guardian consent.