

VIVO MUSIC STUDIO

Photography and Filming Policy

Musical Theatre Competition (Auditions at Vivo Music Studio and Finals at Phoenix Theatre, Bawtry)

1. Purpose

This policy explains how photography and filming are managed to protect children, young people, and all participants, while allowing the competition to document and promote its work responsibly.

This policy applies at:

- Vivo Music Studio auditions
- Phoenix Theatre, Bawtry Finals
- Any related competition activity organised by Vivo Music Studio

2. Default rule: no unauthorised recording

Unauthorised photography, video recording, and audio recording are not permitted at auditions or Finals.

This includes (but is not limited to):

- Filming or photographing entrants other than your own child or student
- Filming in waiting areas, corridors, toilets, and any changing areas
- Recording feedback or adjudication

- Publishing images of children or young people online without permission

The organiser and or venue staff may ask anyone to stop recording and may require them to leave if they do not comply. Where necessary, venue duty managers and security may be involved.

3. Authorised photography and filming

The organiser may arrange authorised photography or filming for:

- Competition publicity (website, social media, posters, press)
- Programmes for Finals (for example headshots of finalists)
- Archival and record keeping
- Announcements, prize giving, and highlights

If authorised photography or filming takes place:

- It will be communicated clearly in advance and on the day
- The photographer or videographer will be identified
- Filming will be done in a respectful and appropriate manner
- Children will not be photographed in private areas (toilets, changing spaces)
- We will not publish a child's full name alongside an identifiable image without explicit additional permission

4. Consent and opt out

For entrants under 18, consent must be provided by a parent or legal guardian.

Consent is collected via the entry form using a Yes or No option.

If you select No:

- The organiser will not intentionally photograph or film the entrant for planned promotional content
- We will make reasonable efforts to exclude the entrant from planned shots

- We cannot guarantee complete exclusion from wide audience shots at a public event, but we will not use identifiable close ups of an opted out entrant in promotional content

You may change your consent choice at any time by contacting the organiser in writing:

Email: info@vivomusicstudio.co.uk

Phone: 07807253845

5. Headshots and programme use

If the competition requests a headshot:

- It is used for identification and competition administration
- If an entrant is selected as a finalist, the headshot may be used in the Finals programme and competition publicity, subject to the consent choice provided on the entry form

6. Audience photos of their own child

At auditions, personal photography is not permitted.

At Finals, the theatre may have its own house rules. If the theatre permits limited personal photography of your own child, you must still:

- Not capture other children in a way that identifies them
- Not film backstage or in private areas
- Stop immediately if asked by organiser or venue staff

If the venue prohibits audience photography or filming, that rule applies.

7. Social media and sharing expectations

Parents, guardians, teachers, and audience members must:

- Not post images or video of other children online
- Not tag or identify children who are not their own
- Not share content captured in breach of venue rules or this policy

If you are unsure, do not post it.

8. Safeguarding concerns related to photography

If you have any concern about photography, filming, or inappropriate behaviour:

- Inform the Designated Safeguarding Lead immediately
- If immediate risk is suspected, call 999

Designated Safeguarding Lead (DSL):

Name: Kamilla Dunstan-Venables

Phone: 07807253845

Email: info@vivomusicstudio.co.uk

9. Enforcement

Breaches of this policy may result in:

- Being asked to stop recording immediately
- Removal from the venue without refund (where applicable)
- Reporting to venue management and, where relevant, safeguarding authorities

10. Review

This policy will be reviewed annually and after any significant safeguarding incident.

Date: 22/02/2026

Signed: KDV

Name: Kamilla Dunstan-Venables

Role: Lead Safe Guard/Owner Vivo Music Studio