



PoppyHarp YOUNG PERSONS IMAGES POLICY

Overview

PoppyHarp utilises images of young people to highlight, promote and celebrate their accomplishments. Instances that PoppyHarp uses images of young people include but are not limited to: displaying videos of entries to the annual PoppyHarp Competitive Harp Festival, photos and videos of harp students achievements that receive tuition through PoppyHarp and images and videos of students that take part in PoppyHarp Awards and Exams. PoppyHarp confirms that no images will ever be used without consent from the individual and a parent or guardian. Sharing these images publicly, such as online, could potentially expose children and young adults to risks if not handled carefully. This policy aims to guarantee that images of young people, used by PoppyHarp for promotional and academic activities, are used responsibly with appropriate precautions to avoid any potential harm.

About the policy

This policy applies to:

1. All individuals on PoppyHarp payroll and all contractors, agency or temporary workers.
2. All consultants and other service providers, including examiners, engaged by PoppyHarp in the development, delivery or award of its qualifications and examinations, delivery, development or adjudication of competitions and all tuition activities.

This policy relates to the creation and use of young people's photographs and videos in the course of PoppyHarp activities. By young people, we mean everyone aged 18 and under. This policy also applies to recordings submitted for tuition purposes, Poppyharp competitive harp festival submissions, exam submissions and performance award submissions.

Consequences of breaching of this policy

Adherence to this policy is obligatory.

Violations may lead to:

1. Disciplinary actions, including possible dismissal, for employees.
2. Instant contract termination for consultants, contractors, or other service providers.
3. Appointment termination.

Guiding principles to be followed for the use of young people's images

Here are our principles for the use of young people's images, based on the NSPCC's advice:

1. Always obtain parental or legal guardian permission forms for using young people's recordings.
2. Ensure the secure storage of images and video recordings of young people. Electronic images should be stored in a protected folder with limited access, and should not be kept on unencrypted portable devices like laptops, memory sticks, or mobile phones.
3. Images of young people should always be used in appropriate poses and attire to minimise the risk of misuse, especially in activities like dance and drama which carry higher potential risks.
4. Refrain from using young people's names in captions to avoid easy identification, unless it's necessary for the image's main purpose (e.g., announcing competition winners). When using a young persons name publicly restrict this to first names only. Do not tag accounts in social media.
5. Share recordings only through suitable media channels @PoppyHarp - never share through your personal social media.
6. Adhere to the guidelines outlined in our Data Protection policy and schedule for the retention or destruction of images.

Additional relevant PoppyHarp Policies

This policy should be read in conjunction with the following the following policies

1. Privacy Policy
2. Safeguarding Policy

Review

This policy is subject to the review of PoppyHarp's Company Director and/or as required by changes to legislation.

Update History

The following changes have been made to this document:

Fran Barsby 27/04/2024