

# PHOTOGRAPHY & VIDEOGRAPHY POLICY



ROYAL SOUTH STREET SOCIETY

## Purpose

Royal South Street Society (RSSS) must balance the important and often conflicting needs of child safety and wellbeing, privacy and copyright compliance versus the recording and promotional needs of RSSS and individual competitors (and their families, friends, teachers and schools') desire to record and publicly share their experiences at the Eisteddfod.

This policy provides an operational framework and clarity as to when and where recording can take place throughout the RSSS Ballarat Eisteddfod, and who can undertake that recording.

## Scope

This policy applies to all staff, volunteers, competitors, families, teachers, schools, audience, sponsors, media agencies and organisations engaged in any casual, hobby or professional photography and videography recording on behalf of themselves or RSSS.

## Definitions

<b>Photography</b>	Still photography image and recording on any device
<b>Royal South Street Society</b>	The formal title of the organisation. The organisation that formally oversees the Royal South Street Society Ballarat Eisteddfod
<b>Royal South Street Society Ballarat Eisteddfod</b>	Our core business/event/season of events/eisteddfod which is overseen by the Royal South Street Society
<b>Record or Recording</b>	Record and Recording in this document shall be defined as the taking of a photograph, the recording of a video, the recording of audio, and live streaming.
<b>Social Media / Social Networking</b>	A form of mass media communications on the Internet (such as on websites for social networking and microblogging) through which users share information, ideas, personal messages, and other content (such as videos). Social networking and social media are overlapping concepts, but social networking is usually understood as users building communities among themselves while social media is more about using social networking sites and related platforms to build an audience.
<b>Videography</b>	Video image and recording on any device

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## Policy Statement

### 1. Image Consent for Photography & Videography at the RSSS Ballarat

#### Eisteddfod competitors:

- 1.1. In support of the Child Safety and Wellbeing Standards, Royal South Street Society provides parents/guardians/teachers and entrants (over the age of 18) an advance option (for consent or no consent) for children (under the age of 18) to be photographed (as per the following clauses) upon initial eisteddfod registration.
- 1.2. A reminder and/or opportunity to review their decision is offered periodically throughout the Eisteddfod season (*in case circumstances change or the child in question would prefer not to be photographed*). Royal South Street Society reserves the right to use this initial and ongoing consent information to guide the following photography, videography and image use on an annual eisteddfod basis:
- 1.3. Royal South Street Society reserves the right to record, film, broadcast, telecast, videotape, or photograph any entrant, item or event in the Eisteddfod without notification and any such photograph, recording or broadcast may be used at the Eisteddfod's discretion for publicity or promotional purposes (this shall not necessarily constitute an endorsement of any participants).
- 1.4. No photography or videography of any kind or any mobile device is permitted in the dressing rooms by any participant, teacher, supporter, RSSS staff member or stakeholder. It is the responsibility of teachers, competitors and supporters to observe this policy in reference to and support of the Child Safety and Wellbeing Standards.
- 1.5. No remuneration or compensation whatsoever shall be attributable to any participants so featured in promotional publications or material.
- 1.6. Should the entrant have any personal or legal reasons which would preclude them from this, Royal South Street Society should be notified upon entry, or throughout the competition season.
- 1.7. Royal South Street Society may publicise the name, profile and photograph of an entrant in eisteddfod publications and results, via electronic, social and printed media at its discretion.

### 2. Throughout the duration of the RSSS Ballarat Eisteddfod:

- 2.1 RSSS may authorise an organisation, person or persons to record any competitor's performance and any other activities occurring on stage, side-stage or within the auditorium.
- 2.2 RSSS may authorise an organisation, person or persons to have an area set aside for use as a photo studio for taking of professional photographs. Competitors are able to request a photo to be taken. RSSS may further authorise that organisation, person or persons to charge for the sale of the photos and recording.

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- 2.3 No other person may record any competitor or any other person on stage, side-stage, in the dressing rooms or in the auditorium with any mobile device during a competition.
- 2.4 Designated photography areas will be supplied in each auditorium where teachers and parents may photograph their own students/children as long as no other unapproved student/child is in the photograph
- 2.5 The Master of Ceremonies may, at their absolute discretion, authorise a person or persons to record non-performance proceedings on stage, side stage or in the auditorium such as award presentations.

### **3. Other Photography and Video Recording**

RSSS may authorise a member or staff or a volunteer to make recordings for promotional, historic, or other purposes, on any RSSS premise, RSSS hired premise or at an RSSS organised event, in line with this policy.

Other than an authorised person, RSSS staff and volunteers may not take recordings of any competitor, staff member, volunteer, coach or any other person present on RSSS premises, or RSSS hired premises, or at any RSSS organised event without the express permission of the subject(s).

### **4. Recordings published on Social Media**

RSSS reserves the right to repost, or reuse any compliant recording taken during the RSSS Eisteddfod which are publicly posted on social media and tagged as being part of the RSSS Eisteddfod.

## **Supporting Documents**

- Media Policy and Media Procedure
- Social Media Policy & Social Media Procedure
- Privacy Policy
- Code of Conduct
- Code of Conduct – General Entry and Audience
- Confidentiality Policy
- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct
- Style Guide 2024 – 2026
- Risk Management Policy
- Risk Management Plan

## **Responsibility**

- The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.

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- The CEO/General Manager/Business Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

## Communication & Implementation

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Staff induction documentation and sessions.
- Large posters clearly displayed at all venues and in dressing rooms

## Legislative Context

- Child Safety & Wellbeing
- Privacy Act
- OHS

## Policy Authorisation

<b>Approved by RSSS Board</b>	July 2024	<b>Responsible Person</b>	CEO/General Manager/Business Manager
<b>Version</b>	Version 1_July 2024	<b>Scheduled Review Date</b>	01/01/2026