



Photography Policy

The Metropolitan Orchestra (TMO) strives to follow best practice in this area, and that means we develop and clearly display the organisation's policy on obtaining and publishing images of children, including what is considered appropriate behaviour when obtaining photographs using a camera, mobile phone or video. Whenever creating or obtaining photographs of children, TMO staff must:

- Ensure that the waiver has been completed by the child's parent or guardian and returned to TMO, providing permission to film, record and/or photograph the child, and to publish this for promotional, marketing or other purposes associated with the program. For specific photo shoots for campaigns, the parents may be offered the opportunity to be present for the duration, especially if this occurs at a different location to usual activity.
- Inform parents if the organisation wants to film children individually or in the group for research and analysis purposes and to improve performances.
- Make sure professional photographers are aware that any images taken will remain the property of the organisation and cannot be used or sold for other purposes. Any negatives or digital files must also be destroyed or handed over to the organisation.
- Not allow photographers to be unsupervised or with individual access to children - staff and volunteer supervisors are always present.
- Ensure there is no identifying personal information accompanying photographs, such as the child's name, address or telephone number. Group photographs reduce the risk of identifying individual children.
- Only use images of children that are relevant to the organisation's activities and services, such as children participating in an activity specifically associated with TMO. Best practice is that particular care needs to be taken when using images of children for an organisation's activities that involve minimal clothing:
 - This would be a rare occurrence at TMO (if ever), but nonetheless staff must remember never to post photos of children that show them clothed, for example (but not limited to), in bare clothing or swimming costumes, etc.
- Ensure the images do not display information about children's hobbies, likes or dislikes, school, etc. because, as the Australian Institute of Family Studies advises, these can be used as grooming tools for paedophiles or other persons.
- The publication of the participants' photos, in association with any TMO activity, website, social media or other publication, provides information regarding their activity of playing an instrument, and it is therefore imperative that the children are not identified in any other way as listed in this point 7 or above point 5.
- Always consider that images posted to The Metropolitan Orchestra's website and social media accounts are public places that any person can access, and children's safety and reputation are always our first concern in making decisions around what photos are posted.
- Provide details for parents or carers on who to contact if they have concerns or complaints around the use of the images or around methods used to obtain the images.
- Ensure that if a Foster carer is providing support for a child who is under the guardianship of the State, that child will not under any circumstances be photographed, or photographs will be screened to ensure their image is not published.



THE METROPOLITAN ORCHESTRA

Informal Photos on Social Media

Taking unauthorised photographs and video is not permitted during rehearsals or performances, by performers, volunteer supervisors, or staff. If Participants, volunteers or staff take images from other TMO activities which feature Participants, publication or sharing should be mindful of the above reputational and protection guidelines, and not include unauthorised tagging, inappropriate content, and non-identifying.