

Mobile Phones, Photography & Video Policy

Just 4 Kids Performing Arts

Policy Lead: Victoria Nagy, Principal

Last reviewed: September 2026

Next review: September 2027

1. Our Commitment

At Just 4 Kids Performing Arts (J4K), the safety, privacy and wellbeing of the children in our care are extremely important to us.

Photographs and videos are a lovely way to celebrate children's achievements and share what happens at J4K, but they must always be taken, stored and used responsibly.

This policy explains how mobile phones, cameras, photographs and video recordings may be used during J4K classes, workshops, rehearsals, performances and other activities.

2. Photography & Video Consent

Photographs or videos of children may only be taken and used by J4K where the appropriate parental/carer consent has been provided.

Parents and carers are asked to provide their photography and video permissions when registering their child and can contact us at any time if they wish to change those permissions.

J4K will respect the permissions recorded for each child.

Where a child does not have permission to appear in photographs or videos, we will take reasonable steps to ensure they are not included in content intended for publication or promotional use.

3. How J4K May Use Photographs & Videos

With appropriate consent, authorised members of the J4K team may take photographs or videos during classes, workshops, rehearsals, performances and other J4K activities.

These may be used for:

- the J4K website;
- J4K social media accounts;
- advertising and promotional materials;
- communications with J4K families;
- celebrating children's activities, performances and achievements.

We will always aim to use photographs and videos that present children positively and appropriately.

Images shared publicly will not normally be accompanied by a child's full name or other personally identifying information.

4. Taking Photographs Safely

Photography and video recording are never permitted in toilets, changing areas or any situation in which a child could reasonably expect privacy.

Children will not be taken away from the group for an unsupervised one-to-one photography or filming session.

Where an individual photograph or recording is required, this should take place in an appropriate and visible environment.

J4K staff will always consider children's dignity, privacy and wellbeing when deciding whether an image is appropriate to take, retain or publish.

A child's welfare will always take priority over obtaining photographs or promotional content.

5. J4K Staff & Team Members

Authorised J4K team members may use a suitable device to take photographs or videos for legitimate J4K purposes where the appropriate permissions are in place.

Photographs and recordings taken for J4K must:

- be appropriate and relevant to J4K activities;
- respect the photography permissions provided for each child;
- be stored and handled responsibly;
- not be retained unnecessarily on personal devices;
- not be shared through staff members' personal social media accounts;
- never be taken or retained for personal use.

Staff and volunteers must not take photographs or recordings of children for their own personal purposes.

6. Parents, Carers & Visitors During Classes

To protect the privacy and safeguarding of all children attending J4K, parents, carers and visitors must not take photographs or video recordings during J4K classes, workshops or rehearsals unless J4K has specifically confirmed otherwise.

Having one consistent rule means that families who do not consent to photography do not have to identify themselves or their child, and all children can participate freely.

We also ask parents and carers who remain during a session to keep personal mobile phone use to a minimum.

If you need to make or take a call, please step outside the teaching space wherever possible.

7. Performances & End-of-Term Shows

We completely understand that families may want to capture their child's special moments on stage. However, following requests from J4K families and to protect the privacy and safeguarding of every child, J4K operates a no audience photography or filming policy during our end-of-term shows and performances.

This policy applies to everyone in the audience, regardless of the individual photography permissions held for their own child.

Having one consistent rule allows children whose families have requested greater privacy to participate fully in performances without being singled out or identified.

We therefore ask parents, carers and other audience members to:

- not take photographs during performances;
- not make video or audio-visual recordings during performances;
- ensure grandparents, relatives, friends and other guests attending with them are aware of this policy;
- not photograph or film children backstage, in changing areas or while preparing for a performance.

We really appreciate families respecting this rule. It allows every child to take part, feel included and enjoy their moment on stage while their privacy is protected.

Official J4K Photography

J4K may occasionally take official photographs or video footage during performances.

Where this happens, we will continue to respect the individual photography and video permissions provided for each child.

Any photographs or footage taken or shared by J4K will be managed in accordance with this policy.

8. Children's Mobile Phones & Devices

Children do not need to use mobile phones or other electronic devices during J4K classes.

If a child brings a mobile phone with them, we ask that it is switched off or placed on silent and kept securely with their belongings for the duration of the session.

Children must not use phones, smartwatches, tablets or other devices to photograph, film or record other children during J4K activities.

J4K cannot accept responsibility for personal devices that are lost, damaged or misplaced, except where liability cannot legally be excluded.

For this reason, we recommend that unnecessary or valuable devices are left at home wherever possible.

9. Staff Mobile Phone Use

Staff should keep personal mobile phone use to a minimum while they are responsible for supervising children.

Phones may be used where there is a legitimate reason connected with running the session, including:

- playing music;
- accessing information or resources required for the class;
- taking authorised J4K photographs or video;
- communicating about an operational issue;
- contacting a parent or carer where necessary;
- dealing with an emergency.

Personal calls, messaging or social media use should not take place while a staff member is responsible for supervising children unless there is an urgent reason.

10. Communication With Children & Families

Communication relating to J4K should normally take place between J4K and a child's parent or carer, rather than privately between a member of staff and a child.

J4K primarily uses email and WhatsApp to communicate with parents and carers.

Team members must not establish inappropriate or private online communication with children attending J4K.

Any necessary communication with a young person should be appropriate, transparent and consistent with our safeguarding procedures.

11. External Photographers & Videographers

Occasionally, J4K may use an authorised photographer or videographer for a performance, event or promotional activity.

Where this happens:

- parents and carers will be informed where appropriate;
- existing photography and video permissions will be respected;
- the photographer or videographer will be authorised by J4K;
- photography will take place only in appropriate areas;
- photographers will not have unsupervised access to children.

An external photographer being present does not change our policy regarding audience photography at performances. Parents, carers and guests must still refrain from taking their own photographs or recordings.

12. Sharing Images Online

Where J4K has the appropriate permission, photographs and videos may be shared through official J4K channels, including our website and social media.

We will take reasonable care not to publish information alongside an image that unnecessarily identifies a child.

Once an image has been published online, J4K cannot completely control how it may subsequently be viewed, copied or shared by others. We therefore take care when selecting content for public use and respect the permissions provided by parents and carers.

Parents and carers can contact us if they wish to review or change their child's photography permissions.

13. Concerns About Photography, Filming or Mobile Phone Use

If a parent, carer, child or member of the J4K team has concerns about the way a photograph, recording or mobile phone is being used, they should raise this with Victoria Nagy, Principal, as soon as possible.

J4K reserves the right to ask anyone to stop photographing, filming, recording or using a device where its use is inappropriate, disruptive or could compromise a child's privacy, safety or wellbeing.

Any concern that may involve the safety or welfare of a child will be dealt with in accordance with our Safeguarding & Child Protection Policy.

14. Breaches of This Policy

We expect staff, volunteers, parents, carers and visitors to respect this policy.

Where someone does not follow the policy, J4K may ask them to stop using their device, delete an image or recording where appropriate, or leave the teaching or performance space.

Serious concerns involving a member of staff or volunteer will be managed through the appropriate safeguarding or disciplinary procedures.

15. Policy Review

This policy will be reviewed annually, or sooner if there are changes to J4K activities, safeguarding procedures, technology or relevant guidance.

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