

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***Photography, Filming & Media  
Consent Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Photography, Filming & Media Consent
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<b>Date Written</b>	4 <sup>th</sup> January 2026
<b>Date Implemented</b>	January 2026
<b>Review Date</b>	January 2027
<b>Authorised By</b>	Mr. Jake Byrne
<b>Agreed By</b>	Mr. Neil Byrne
	Miss. Alyssia Weekes

# *Policy Logistics*

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

## *Umbrella organisation and governance structure*

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

# 1. Policy statement and commitment

The Karate & Dance Federation recognises the value of photography, video, and media in celebrating achievement, promoting activities, and supporting marketing initiatives.

At the same time, the Federation is committed to safeguarding all children, young people, and vulnerable participants, and ensuring that their privacy, dignity, and consent are respected at all times.

This policy ensures that all photography, filming, and media activities are conducted safely, legally, and with clear consent.

## 2. Scope and application

This policy applies to:

- All students, children, and young people attending Federation classes, gradings, performances, or events
- All staff, volunteers, contractors, and media personnel involved in capturing images or recordings
- All photography, video, and digital media, including social media, websites, marketing materials, and publications

## 3. Consent

Parents, carers, or participants (where appropriate) provide **written consent** for photography, filming, and media use. Consent is recorded in **MyKDF** during registration or updated at any time.

Consent covers:

- Use of images for internal purposes, including newsletters and student recognition
- Use of images for promotional materials, marketing, social media, and website content
- Restrictions or conditions requested by parents, carers, or participants

Participants without consent are **never photographed or filmed**, and their privacy is protected at all times.

## 4. Safe and respectful practice

Staff, volunteers, and photographers are expected to:

- Take photographs or videos in public or open spaces wherever possible
- Avoid capturing images that may be inappropriate, intrusive, or focus on vulnerable areas (e.g., mid-movement exposure in dance)
- Ensure images are stored securely and only shared with authorised staff or for approved purposes

- Avoid publishing identifiable images without consent

Where professional photographers are used for events, contracts include safeguarding clauses, consent confirmation, and restrictions on image use.

## 5. Social media and online use

- Staff and volunteers must follow Federation guidelines when sharing images online
- Personal accounts must not post images of children without explicit consent
- Images used on social media, websites, or digital publications are approved by senior leadership
- Any concerns about misuse of images are reported immediately via safeguarding channels

## 6. Record keeping

All consent forms and permissions are securely recorded in **MyKDF**, along with any specific conditions or restrictions requested by parents, carers, or participants. Records are maintained in line with data protection legislation and accessible only to authorised staff.

## 7. Roles and responsibilities

- **Senior Leadership:** Approve media use, monitor compliance, and ensure safeguarding standards are met
- **Staff & Volunteers:** Obtain and respect consent, follow safe practice, and report any concerns
- **Parents & Carers:** Provide accurate consent information and update it as needed

## 8. Training and awareness

All staff and volunteers receive guidance on:

- Consent procedures and recording in **MyKDF**
- Safe photography and filming practices
- Social media guidelines and safeguarding responsibilities

## 9. Monitoring and review

This policy is reviewed annually or sooner if required due to legislative changes, safeguarding guidance, or operational developments.

Use of images and media is audited regularly to ensure compliance with consent and safeguarding standards.