



CODE OF CONDUCT:

While filming or photographing for Languages Week Competitions

People

- Attempts should be made to limit the amount of personal information (such as real (full) names, residential address, school and other contact details such as emails, phone numbers and social media accounts) of any people conveyed in photographs or films to reduce the risk of identification by the public.
- When entering the *Side by Side* Competition, students should use fictitious personal details when conducting their conversation and be encouraged to cover up any identifiable information, such as name badges, school uniforms and logos.
- Any people featured close up (ie they are clearly recognisable) in photographs or video content must complete and sign a **Declaration Form**, which must be sent in hard copy format with the competition submission.
- When planning to photograph or film content, the participant should explain to people why they are taking/filming the content and the intended use of the content.
- It is useful for participants to present the competition posters/website information to any subjects who will appear in content.
- Participants should acquire verbal consent from people wherever possible in the filming/photography process.

Places and Property

- Participants must exercise care and adhere to all health and safety standards relevant to the location when filming or photographing content.
- When filming on or adjacent to private property, (so that the property features in the photograph or video) the participant should seek permission from the owner to the best of their ability.
- When filming in public places, participants should inform personnel in charge of supervision of the public space (eg parks, libraries or museums) that they are filming/photographing.
- If the public space is unsupervised, and permission is not needed to film or photograph, a permission to publish declarations does not need to be sought from people appearing in the content unless they are clearly identified in close-up range.
- Participants must seek permission from owners to publish content displaying private property with identifiable information such as car number plates and home addresses.

Supported by



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