



# WANGARATTA PLAYERS INC. THEATRE COMPANY

4D Evans Street, Wangaratta. Vic. 3677  
Web: [www.wangarattaplayers.org.au](http://www.wangarattaplayers.org.au)  
Reg: A0013463H. ABN: 41 144 156 349. A Registered Charity



Wangaratta Players Inc. is a Child Safe organisation that is committed to creating and maintaining a safe and friendly space where all children, young people & vulnerable people are valued, heard, and protected.

## Online Safety Policy

### 1. Purpose

Wangaratta Players Inc. is bound by our constitution, and child safety, discrimination, OHS and privacy legislation. This policy supports Wangaratta Players inc. in their duty of care and privacy obligations ([see Privacy policy](#)) to manage the taking and use of photography and video/recording/filming by:

- Wangaratta Players Inc. volunteers
- Wangaratta Players Inc. participants
- children and young or vulnerable people involved with Wangaratta Players Inc.
- parents/carers/guardians
- media and third parties
- commercial and professional photographers/videographers

### 2. Scope

This policy applies to all members of Wangaratta Players Inc (including paid and life members), anyone making use of the Wangaratta Players Inc theatre space (Stage Door Theatre) whether a volunteer, member or visitor, any invited guests or workers who are sharing the space with children and young people or vulnerable people. This policy applies to photography or video/recordings/films taken on Wangaratta Players Inc. premises or as part of a Wangaratta Players Inc. related activities.

## 2. Policy

Wangaratta Players Inc. is committed to maximizing the artistic, social, educational and promotional benefits of photography and video/recording/film while taking all reasonably practicable steps to manage the risks to safety and wellbeing arising from the inappropriate taking and use of such images. We are committed to the ethical and safe use of such resources with a particular emphasis on respect for copyright and informed consent.

It is the policy of Wangaratta Players Inc. that:

- official photography or videoing of individuals on Wangaratta Players Inc. premises or at Wangaratta Players Inc. related activities and events be undertaken **only** by authorised individuals
- consent of individuals and relevant parents/carers/guardians is obtained prior to the taking, using and publishing images (photographs, videos/recordings/films) of individuals involved with Wangaratta Players Inc. This consent will be sorted in accordance with our Privacy policy
- official photography and videos remain the property of Wangaratta Players Inc. and are taken and stored in line with relevant copyright legislation
- where practical, to control there is to be no unofficial photography and video recordings/films of children while on Wangaratta Players Inc. premises and at Wangaratta Players Inc. related activities and events. Where this is impractical to control (i.e. public spaces) then this will be clearly communicated and children and young people will only be able to attend with the permission of parents and carers.
- we will aim to address parents/guardians/carers taking and publishing photographs and videos/ recordings/films of children on Wangaratta Players Inc. premises and at Wangaratta Players Inc. related activities and events, through ongoing communication and education
- we will manage the risks to privacy by professional photographers and videographers through contractual undertakings
- the Committee reserves the right to decide whether a particular person has the right to take photographs and videos/recordings/films on Wangaratta Players Inc. premises or at Wangaratta Players Inc. related activities and events

### 3. Consent

The consent required from individuals and parents/carers/guardians relating to the taking and use of photographs and videos/recordings/films will vary depending on the context and purpose of the photography or video/recording/filming.

#### ***The provision of consent - Adults***

In the first instance the consent for the taking of and use of images while involved in Wangaratta Players Inc. activities is provided through the membership form. This can be varied at any time in communication with the Committee via the secretary (wangplayerssecretary@gmail.com).

Wangaratta Players Inc. will work with individuals to provide information about, and gain consent for, the use of photographs and videos/recordings/films of them which may be taken by Wangaratta Players Inc. volunteers or approved external providers.

Correspondence will be provided by:

- Notifying members that they may be used in photographs or videos/recordings/films
- Providing information on how these images are stored and used
- Seeking consent before using or publishing images
- Where appropriate, providing options in the platforms used to publish images/ recordings/ films

#### ***The provision of consent - children and young or vulnerable people***

Wangaratta Players Inc. commits to working with parents/carers/guardians to provide information about, and gain consent for, the use of photographs and videos/recordings/films of children and young or vulnerable people.

Correspondence will be provided to parents/carers/guardians:

- Notifying them of when images may potentially be used in photographs or videos/recordings/films
- Providing information on how these images are stored and used
- Seeking consent before using or publishing images of children and young or vulnerable people.

## ***Refusal of consent***

If an individual or parent/carer/guardian does not consent to having themselves or their child, young or vulnerable person photographed or videoed/recorded/filmed, the Wangaratta Players Inc. will take all reasonably practicable steps to ensure that they are not photographed or videoed/recorded/filmed, or where that is not reasonably practicable, that they are not identified in the photographs or videos/recordings/films.

If a photograph or video/recording/film includes an individual, child, young or vulnerable person who has been deidentified then individuals and/ or parent/carer/guardians will be informed of the circumstances and given as much information as possible.

A list of individuals without consent for photography will be maintained and must be checked before any photographs or videos/recordings/films are taken or published. This list will be available through the secretary and will be updated regularly. It is the responsibility of the facilitator, director or production manager to ensure that this list is requested and checked. This list will also be made available to the committee via the shared drive.

**Any complaints or concerns about specific circumstances should be forwarded to the committee via the secretary or the person who is facilitating the event or activity.**

## **Publications and promotion**

Where images are to be used in the promotion of Wangaratta Players Inc. and relevant productions and/or activities or otherwise published in publications, this will be covered by consent from Wangaratta Players Inc. consent forms. Should issues arise where an individual or parent/carer/guardian does not consent to the use of their/childs' image, Wangaratta Players Inc. will take all reasonably practicable steps to not include the image. Where the image is part of a group of children and/or young or vulnerable people, consideration will be given to varying the caption to either not include names, or only including the first names of those in the image.

## **Court orders and children under guardianship**

Where members are under court orders or protection (including guardianship/foster arrangements, care and protection orders or witness protection programs), consent may also need to be obtained from third parties for external publications for promotional use. Wangaratta Players Inc. will approach any relevant third parties as part of gaining consent where they are aware of these orders or protections.

## Copyright

Wangaratta Players Inc. retains copyright of all official images taken in the course of its activities.

## Photography/Video by External Commercial or Professional Parties

Wangaratta Players Inc. takes all reasonably practicable steps to manage and control the taking of photos or videos/recordings/films of its members by external parties, and their access to our premises, Wangaratta Players Inc. activities and events.

Where Wangaratta Players Inc. hires professional photographers/videographers, they will set terms and requirements including written confidentiality undertakings and securing the ownership of photos and videos. If ownership cannot reasonably be obtained, Wangaratta Players Inc. will negotiate terms of use with the external party/parties to manage the safety and privacy of members.

## Photography or videos/recordings/films by facilitators

Wangaratta Players Inc. manage facilitators taking photographs or videos/recordings/films of children and young or vulnerable people for educational and promotional/archive purposes. Facilitators are expected to use official devices to photograph or video/record/film students for reasonable and legitimate purposes. These will be stored in accordance with our privacy policy.

## Photography or videos/recordings/films by children and young or vulnerable people.

Wangaratta Players inc. supervises and manages young people taking photographs or videos /recordings/films of each other for educational purposes or specific activities which have been identified beforehand.

The committee commits to educating children and young or vulnerable people on the safety risks of publishing personal information, and the importance of privacy, consent, and showing respect for each other in their use and control of photographs or videos/recordings/films.

**Any incidents that breach the above policy including complaints or concerns about specific circumstances should be forwarded to the committee via the secretary or the person who is facilitating the event or activity.**

## Photography or videos/recordings/films by parents/carers/guardians

Wangaratta Players Inc. acknowledges that parents/carers/guardians will want to take photographs or videos/recordings/films of their children while they are engaged in activities and or performances, and that in practical terms, we may not be able to control when images are taken and how they are used. However, Wangaratta Players Inc. will communicate with parents/carers/guardians when photography is and is not permitted and will continue to communicate around consent and the risks of publishing the photographs or videos/recordings/films to best protect our members' safety and privacy.

## Suspicious Activity

Where a member or facilitator notices behaviour which may be criminal or may endanger the health or wellbeing of a child and young or vulnerable person, they must report the behaviour immediately to the Committee.

Suspicious/criminal behaviour may include:

- People taking photographs in sensitive places, such as change rooms and bathrooms
- Indecent photography such as 'upskirting'
- Voyeuristic or 'peeping tom' behaviour, which includes people taking photos surreptitiously.

The committee will take appropriate action in response to a report, which may include reporting the matter to the Police or relevant authorities.

## Publishing photographs or videos/recordings/films

Wangaratta Players Inc. will follow these general guidelines when using and publishing photographs or videos/recordings/films in print and online publications and social media:

- Photographs or videos/recordings/films of a member, child, young or vulnerable person will only be used where we have written permission of the individual/parent/carer/guardian.
- Where appropriate, we will not identify any member, child, young or vulnerable person in the photographs or videos/recordings/films published.
- We will not include information which might give details of, or identify a member, child, young or vulnerable person without the consent of the individual, parent, carer or guardian.

- Where there are photos which may potentially be misused (for example, photos of members, children, young or vulnerable people in costumes), the group will take steps to ensure only appropriate images (photographs or videos/recordings/films) are published.

## Record Keeping

Wangaratta Players Inc. takes our responsibilities around privacy very seriously. A photograph or video is a form of personal information (a record) which must be managed according to our Privacy Policy.

The Wangaratta Players Inc. will maintain a record of photographs or videos/recordings/films and associated consent forms (with applicable dates) to ensure that consent has been received for a particular use. Where reasonably practicable this will include a record of the image.

## Implementation

This policy will be implemented through training and the publication of information for committee, facilitators, members and parents/carers/guardians.

## Related Documents

- [Wangaratta Players Inc. Code of Conduct](#)
- [Wangaratta Players Inc. Child Safe Policy](#)
- [Privacy Policy](#)
- [Incident Reporting and Complaints Procedure](#)

Created - 01 /2025

To be reviewed - 01 /2027