Filming/Photography Protocol

Filming/photography at Community Health Partnerships sites

Certain areas of our premises may be photographed and filmed for a variety of purposes. Including news broadcasts, as locations for documentaries, dramas and movies; or in an incidental manner, where the main subject of the filming is a tenant or a user of our buildings. Whilst this protocol has been created to ensure that CHP buildings can be open to film crews and photographers, it should be noted that the safety and privacy of both our patients and staff always comes first.

You will find a list of the buildings which come under the jurisdiction of Community Health Partnerships on our website (http://www.communityhealthpartnerships.co.uk/our-property-portfolio) Whilst we try to ensure that this list remains up-to-date at all times, please contact CHP's Communications Team on info@communityhealthpartnerships.co.uk

No photography or filming is permitted without prior written consent from CHP's Communications Team. Please note that anyone who is found to be filming or photographing on one of our sites without prior permission will be asked to leave immediately, and that we have the right to confiscate any footage and photographs obtained without permission.

Application process:

In order to request permission to film at or photograph one of CHP's sites, you will need to complete a Filming/Photography Application (available to download from the CHP website). Once completed this should be emailed to CHP's Communications Team.

All filming/photography requests must be submitted at least 5 working days in advance.

For large crews (over 5 people in a crew and/or more than one camera), and more complex proposals, you must submit requests at least 20 working days in advance.

Please note that for these purposes, the definition of filming includes taking photographs, and also includes the use of handheld mobile devices.

Filming/photography guidelines

- Filming must not interfere with the provision of patient services or effective running of the building
- Patient and staff safety is paramount at all times
- Relevant Infection Control procedures must be respected where applicable
- The privacy of patients must be respected and their dignity preserved-
- Before a patient, staff member or member of the public is filmed, they must complete a **CHP Filming/Photography Adult Consent and Release Form**
- If the subject is a minor (under the age of 16), a parent or legal guardian must complete a **CHP Filming/Photography Minor Consent and Release Form** prior to filming
- Any data collected via these consent forms is for private use only, which means that it is for contact purposes related to this project only and that it must be deleted if requested
- When the subject is a minor, you are restricted to using their first name only in all published and associated material

- No minor may be filmed if there are any doubts as to whether the minor is suitably dressed, in order to reduce the risks of the material being used inappropriately
- All subjects reserve the right to withdraw their consent at any time prior to release
- The crew must be accompanied by a senior member of the Community Health Partnerships Property Management team or a representative of the lead tenant of the site at all times
- The entire crew must wear photo ID badges identifying them by name and their organisation (these must be provided by the film company and approved by CHP's Communications Team prior to agreed date)
- CHP reserves the right to request/be shown the final version of the film/images taken before broadcasting to ensure all guidelines have been met
- Film/photographic images may be used only for the purpose identified in the original application. If you wish to re-use a photograph or film footage for any use other than those stated in the application, permission will need to be requested again
- No projections may be added, or alterations made, to the facilities (whether real or digitally enhanced after the event) without prior permission
- All branding, product placements and logos that feature in the final material must be approved before release
- Filming must be restricted to areas and times for which permission was granted
- Any changes to the day or time must be relayed to the Communications Team as soon as possible (at least 12 hours before the agreed time and date)
- The crew must vacate the area if reasonably requested to do so by a member of staff
- The company/crew is liable for any damage caused to property
- All signs or property removed, amended or disguised for filming purposes must be reinstated
- For large crews and complex proposals, we will require proof of public liability insurance
- Public notices must be clearly visible in all areas where cameras are in operation
- It is the responsibility of the filming crew to ensure that their crew comply with current Health and Safety legislation, and that risk assessment reports can be provided upon request
- Fees may be charged to cover administration, staff and location costs. These will be agreed prior to filming, but may be subject to change.

This document is a request to film or take photographs on CHP premises. It does not constitute a filming or location contract nor does it imply permission to film/photograph.

Declaration:

I hereby confirm that I have read, understood and will adhere to the above protocol.

Name: **Signed:**

Date:

Organisation: **Position:**