



## Filming Policy and Procedure

This policy covers all internal and external filming that takes place at FoodCycle, including films that the Charity commissions and films that we have not.

### Why we have this policy

The purpose of this policy is to set out the framework for filming at FoodCycle and any of its projects. This policy provides a framework for FoodCycle staff to determine whether or not an application to film or take photographs should be approved or rejected. Moreover, it specifies what procedure should be followed when commissioning in house filming or photography.

The policy provides information to film makers and photographers to allow them to submit an application to film at FoodCycle. It also clearly states the responsibilities of individuals and FoodCycle staff to:

- provide sufficient notification to projects of the intention to film;
- submit and collect the required documentation in order to film;
- adhere to the required code of conduct for filming at a project

### Background and terms

FoodCycle recognises the positive contribution that film production and photography can make to promoting the work that FoodCycle does across its projects, explaining to funders and external supporters our impact, encouraging volunteers to get involved and publicising our service to guests.

As a consequence, FoodCycle endorses film friendly policies supporting the work of production companies that act in a responsible and professional manner.

The description of 'Filming' as set out in this policy could include feature films, television productions, commercials, music promotion videos, corporate filming, student/short films, internal marketing shorts and vox pops and commercial stills photography.

FoodCycle's Filming and Photography Policy is intended to further the following policy objectives:

- Promote FoodCycle, its guests and volunteers in the best possible manner to encourage more guest, volunteers and boost external supporters;
- Minimise any disruptive effect filming and photography may have on others, especially our guests and volunteers.
- Ensure all filming and photography is conducted in a safe manner, adhering to our health and safety and safeguarding policies and procedures at all times; and



- Maximise inward investment to FoodCycle by funders from short film production;

### **Filming at our Projects venues**

Permission must be sought with each venue prior to filming when filming at that location, FoodCycle does not own any of the venues so cannot give permission to film in the location without the venue owners consent. The Marketing and Communication Manager with help liaise with the filmmaker to get permission to film in the venue, but it is up to the production company to secure this permission.

When filming at a FoodCycle project a FoodCycle staff member must always be present.

### **Requests to Film**

All requests to film at a FoodCycle Project must be submitted to Camilla James [camilla@foodcycle.org.uk](mailto:camilla@foodcycle.org.uk) the Marketing and Communications manager before filming commences, approval must be given before any filming takes place.

FoodCycle will ask you to leave the premises if consent has not been given.

All film requests will be asked to supply a filming request form see Appendix A which will include:

- A brief outline of the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery.
- Details of the location(s) where filming/photography is to take place.
- A list of equipment that will be used, including any electrical equipment that is to be plugged into a supply within a council-owned property. All equipment must be PAT tested and certified as safe to use.
- A list of crew (including full names);
- Applicants are also required to attach a copy of their Public Liability Insurance Certificate (if applicable) with their application form.

Wherever possible, Notice of Intent to film should be given at least two weeks before filming commences.

### **Student Filming Request**

There is a separate application process for students. They are required to fill in the Student Filming Application form, see Appendix B.

In order to be able to film, the student(s) must be covered by insurance provided by their college or university.

### **Granting Permission**



In determining whether or not the FoodCycle will grant permission to film, the following checks and process will need to be made:

- Health and Safety – A risk assessment should be produced by the film company during filming, FoodCycle can provide a template if needed, and need to show no risk to FoodCycle, staff volunteers guest of general public.
- A Reputation Management check will be conducted– FoodCycle will check that filming presents no reputational risk to either the organisations.
- Public Liability insurance for any filming undertaken is the sole responsibility of the production company and its employees or the individual who has sought permission to film.
- No filming activity should take place until permissions have been granted by all the relevant parties. The production company must ensure that all those affected by filming have been consulted and informed of arrangements, this will be liaised with our Marketing and Communications Manager.
- In granting permission to a film maker or photographer to film at FoodCycle it asks the company or individual to abide with both the Volunteer Code of Conduct, our Safeguarding Policies and Procedures and Film London’s code of practice  
[http://filmlondon.org.uk/filming\\_in\\_london/planning\\_your\\_shoot/legal/filming-people](http://filmlondon.org.uk/filming_in_london/planning_your_shoot/legal/filming-people)
- The Project must have been informed and involved in the process and guests and Project Leaders have received 2 week prior warning of the event and there is a special are for people who do not want to be filmed.
- A staff member must be present during the filming.

### **Denying Permission**

FoodCycle aims to accommodate suitable filming requests that do not disrupt or inhibit our service and guests.

However, FoodCycle reserves the right to refuse an application to film or take photographs if one or more of the following conditions apply:

- Public Liability Insurance – The applicant cannot provide evidence to substantiate that they have a minimum Public Liability Insurance of £5 million.



- Health and Safety concerns – One or more members of the district’s Safety Advisory Group (SAG) express concerns that there is a risk to public safety, which has not been addressed by the applicant in their risk management plan. 1
- Safeguarding Concerns – the intended use of the film, or the way the film is to be shot causes any safeguarding concerns for our guest, volunteers or staff.
- Code of conduct –FoodCycle is not reassured that the applicant will be able to meet the conditions
- Reputation – FoodCycle has concerns that the nature of the filming or photography will negatively impact upon the reputation of FoodCycle.

**Copyright**

The film company or individual shall own the entire copyright and all other rights of every kind in and to all film and audio and audio-visual recordings and photographs, unless filming has been commissioned by FoodCycle.

Anyone carrying out commercial filming or photography at FoodCycle without permission will not own the copyright of their films and photographs which will pass to FoodCycle.

It is expected that appropriate credits or acknowledgements will be given when filming. By agreement, these may include the name of FoodCycle and that particular project, or words relating to the location. For example: "Filmed at FoodCycle Bath", or "Shot on location in FoodCycle Manchester".

All Policies will be reviewed annually.

Last Review Date	Feb 2017
Next Review Date	Feb 2018



APPENDIX A

## Filming Request Form

<b>Full Name</b>	<b>Organisations (if applicable)</b>
<b>Telephone Number</b>	<b>Email</b>
<b>Address</b>	<b>Date you would like to film</b> <i>(please be aware we need a minimum of 2 week in advance notice for any filming)</i>

Please write a brief outline of the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery.

Please provide details of the location(s) where filming/photography is to take place.

A list of equipment that will be used, including any electrical equipment that is to be plugged into a supply within a council-owned property. All equipment must be PAT tested and certified as safe to use.

A list of crew (including full names)

**Please provide a copy of your public liability insurance (if applicable along with this request form)**



## Appendix B Student Filming Request Form

<b>Full Name</b>	<b>University / College</b>
<b>Telephone Number</b>	<b>Email</b>
<b>Course</b>	<b>Date you would like to film</b> <i>(please be aware we need a minimum of 2 week in advance notice for any filming)</i>

Please give the name of your project

Please write a brief outline of the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery.

Please provide details of the location(s) where filming/photography is to take place.

A list of crew (including full names)

