

Video, Audio Recording and Photograph Policy

Revision No.	Change to previous release	Reason for change
1	First issue	

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1. Overview of the policy

1.1 Policy Introduction

English Speaking Board (International) Ltd. (ESB International) uses photographs, videos and audio recordings of learners of all ages for the following purposes:

- on the website, to celebrate achievement and publicise ESB International assessments and activities,
- as part of training and standardisation activities for assessors, and
- in resources published on the website for teachers, tutors, trainers, learners and parents
- for the invigilation, inspection and moderation of the assessments taken.

We believe that we have a responsibility to promote the welfare of all children, young people and vulnerable adults to take, share and use images, recordings and videos safely.

1.2 Purpose and scope of the Policy

The purpose of this policy statement is to:

- protect all learners, including children, young people and vulnerable adults, who participate in ESB International's services, events and activities where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children, young people and vulnerable adults
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of ESB International learners.

This policy applies to all ESB International staff, assessors and contractors.

1.3 Communication of the Policy

To meet its responsibilities to individual learners, ESB International staff must communicate this policy to centre staff, film crew, learners and assessors who participate in events where children, young people and vulnerable adults are filmed, recorded or photographed.

1.4 Review of the Policy

English Speaking Board (International) Ltd. will review this policy annually, to ensure that our procedures and practices continue to meet legislative and regulatory compliance. We reserve the right to make ongoing changes in line with customer and stakeholder feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

1.5 Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance in England, i.e. [The Data Protection Act 2018](#)

1.6 Principles of the policy

ESB International recognises that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our learners, provide a record of our activities and raise awareness of our organisation
- using videos and recordings are an essential part of our professional activities in setting and maintaining standards of assessment
- the welfare of the children, young people and vulnerable adults taking part in our activities is paramount
- some adults, e.g. those who have left their countries for their own safety, do not want their images to be taken and do not wish to be identified
- learners, parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images, videos and recordings is only meaningful when learners, their parents and carers understand how they will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images, videos and recordings
- there are potential risks associated with sharing images, videos and recordings online.

ESB International seeks to keep learners safe by:

- always asking for written consent from learners of all ages and the parents or carers of children, young people and vulnerable adults before taking and using their image/video
- always explaining what images/videos will be used for and how they will be stored
- making it clear that if a learner or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- only using first names if we need to identify learners in their image/video/recording
- never publishing personal information about individual learners
- making sure learners, their parents and carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information).

2. Arrangements

1. For recordings that form part of the assessment process, the ESB International registered centre will be provided with a relevant form to complete ahead of the assessment taking place. The centre is then responsible for ensuring the form is completed by all learners or their parents/carers (if applicable) and stored securely for auditing purposes.
2. Before conducting any filming or recording or taking photographs of learners, the ESB International staff member responsible for the assignment ensures that the appropriate permission form (see Appendices) has been signed and is securely saved.
3. The staff member updates the log of videos, photographs and recordings with the date on which it was taken and the date on which it must be deleted in line with ESB International retention periods.
4. The relevant department lead monitors the log.
5. Videos/images may be embedded in resources on the website, news articles etc, which must be audited annually and the images replaced or deleted.

Appendix 1: Forms

1. Learners over 18

English Speaking Board (International) Ltd. ®

Date

9 Hattersley Court

Contact

Burscough Road

ESB International Staff:

Ormskirk L39 2AY

Centre Name:

T +44 (0) 1695 573439

E product@esbuk.org

W www.esbuk.org

Dear learner,

ESB International would like to film or record your mock assessment. We may use this video or recording: (1) to check the assessment is valid and fair; (2) to use as standardisation exercises for training our assessors; 3) for external purposes by uploading it to www.esbuk.org and/or the ESB International YouTube channel for centre and learner training. We will keep the video securely on the ESB International server for up to five years and then delete it. We will only use your first name if we need to identify you (e.g.in a group) and we will not publish any personal information. You may withdraw your consent at any time, and we will try to remove the image, video or recording but it may not be possible to remove images or videos that have already been published.

Name: _____

I agree (please tick):

- to be filmed for internal use for ESB International staff to check the assessments.
- to be filmed for internal use for ESB International assessor training.
- to be filmed for external use i.e. for the ESB International website and YouTube channel

I understand (please tick):

- how long and where ESB International will store these videos/recordings/images
- that I can withdraw consent for my video/recording/image to be used in the future
- it may not be possible to remove videos/recordings/images that have already been published

Signature: _____

Date: _____

Thank you. If you have any questions about this form, please email product@esbuk.org

2. Learners under 18

English Speaking Board (International) Ltd. ®

9 Hattersley Court

Burscough Road

Ormskirk L39 2AY

Date

Contact

ESB International Staff:

Centre Name:

T +44 (0) 1695 573439

E product@esbuk.org

W www.esbuk.org

Dear parent/carer,

ESB International would like to record your child's mock assessment.

We may use this video or recording: (1) to check the assessment is valid and fair; (2) to use as standardisation exercises for training our assessors; 3) for external purposes by uploading it to www.esbuk.org and/or the ESB International YouTube channel for centre and learner training. We will keep the video securely on the ESB International server for up to five years and then delete it. We will only use your child's first name if we need to identify them (e.g. in a group) and we will not publish any personal information. You may withdraw your consent at any time, and we will try to remove the image, video or recording but it may not be possible to remove images or videos that have already been published. Please read and discuss this consent form with your child and then fill it in.

Your name: _____

Name of child: _____

I agree for my child (please tick):

- to be filmed for internal use for ESB International staff to check the assessments.
- to be filmed for internal use for ESB International assessor training.
- to be filmed for external use i.e. for the ESB International website and YouTube channel

I understand (please tick):

- how long and where ESB International will store these videos/recordings/images
- that I can withdraw consent for my video/recording/image to be used in the future
- it may not be possible to remove videos/recordings/images that have already been published

Signature: _____

Date: _____

Thank you. If you have any questions about this form, please email product@esbuk.org

3. Centres

English Speaking Board (International) Ltd. ®

9 Hattersley Court

Burscough Road

Ormskirk L39 2AY

Date

Contact

ESB Staff

Centre Name

T +44 (0) 1695 573439

E product@esbuk.org

W www.esbuk.org

Dear Centre,

As previously discussed, ESB International would like to film or record your centre's mock assessment. It is our policy to ensure the centre agrees with the arrangements and that the learners give consent. Where the learner is under 18 the parent/guardian must give consent.

This footage may be used for the following internal purposes: (1) to review the validity of the assessment; (2) to use as standardisation exercises for the training of our assessors. With the agreement of the learner, it may also be used for external purposes by uploading it to www.esbuk.org and/or the ESB International YouTube channel for centre and learner training.

When signing the agreement, you agree to ESB International recording the following learners:

Learner Name	Consent for internal use	Consent for external use
	Y / N	Y / N

The videos will be kept securely on the ESB International server for up to five years. Learners may withdraw their consent at any time. If they do so, we will endeavour to remove the image, video or recording but it may not be possible to remove images, videos or recordings that have already been published.

Signature: _____

Name: _____

Role in centre: _____

Date: _____

Thank you. If you have any questions about this form, please email product@esbuk.org

4. Assessors

English Speaking Board (International) Ltd. ®

Date
Contact
ESB International Staff:
Centre Name:

9 Hattersley Court
Burscough Road
Ormskirk L39 2AY
T +44 (0) 1695 573439

E product@esbuk.org
W www.esbuk.org

Dear assessor,

ESB International would like to film or record your mock assessment. We may use this video or recording: (1) to check the assessment is valid and fair; (2) to use as standardisation exercises for training our assessors; 3) for external purposes by uploading it to www.esbuk.org and/or the ESB International YouTube channel for centre and learner training. We will keep the video securely on the ESB International server for up to five years and then delete it. We will only use your first name if we need to identify you (e.g.in a group) and we will not publish any personal information. You may withdraw your consent at any time, and we will try to remove the image, video or recording but it may not be possible to remove images or videos that have already been published.

Name: _____

I agree (please tick):

- to be filmed for internal use for ESB International staff to check the assessments.
- to be filmed for internal use for ESB International assessor training.
- to be filmed for external use i.e. for the ESB International website and YouTube channel

I understand (please tick):

- how long and where ESB International will store these videos/recordings/images
- that I can withdraw consent for my video/recording/image to be used in the future
- it may not be possible to remove videos/recordings/images that have already been published

Signature: _____

Date: _____

Thank you. If you have any questions about this form, please email product@esbuk.org

English Speaking Board (International) Ltd.

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Burscough Road,
Ormskirk
L39 2AY
T: +44 (0) 1695 579421

<https://esbuk.org/web>

product@esbuk.org

ESB International reserves the right to change products and services periodically. Every effort has been made to ensure that the information contained in our documentation is fully accurate at the the time of publication. Our policies, procedures, handbooks and specifications are always kept up-to-date on our website.

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