



Lionheart Radio & Media CIC Media Usage Policy

Lionheart Radio is determined that all audio and visual material generated by, for or within the company is used appropriately.

Lionheart Radio does not want to take away the memories of an exciting time on radio or video. These times can act as milestones in people's lives. But, inappropriate use of media cannot be tolerated. Implementing appropriate controls on the use of audio and visual recording (audio recorders, cameras, videos, including mobile phones) is an element of general safeguarding good practice at Lionheart Radio.

It is important that the Lionheart Radio principles listed below are understood and that everyone always adheres to the inherent guidelines.

Definitions

Lionheart Radio Activities. Roles fulfilled by volunteers in relation to Lionheart Radio such as presenting, off air duties, fundraising, public event performances.

Media. Any form of video, photographic or audio material that will be stored by Lionheart Radio for a fixed time period. This excludes live radio broadcast but includes previous broadcasts that may be broadcast again.

Public Event. A Lionheart Radio event that takes place outside Lionheart Radio premises.

Radio Broadcast. Material broadcast which is already agreed for public release in the volunteer registration form.

Safeguarding. The care and protection of young people and vulnerable adults

Safeguarded person. A young person or vulnerable adult. In the context of this policy, a safeguarded person is either a volunteer, or a guest on a show.

Permission to Record and Use Media

- Lionheart Radio has permission to make recorded media of individuals during Lionheart Radio activities. This is granted by signed confirmation on the individual's volunteer registration form. This permission also allows Lionheart Radio to use / publish the recorded media for its own purposes such as production of Lionheart Radio promotional material and website information, or for training.

Media Recording Principles

- Individuals will be notified before Lionheart Radio makes any media recording of them. (Note: all radio broadcasts are automatically recorded).
- Such media is stored on Lionheart Radio devices (computers, portable memory devices) or devices used for editing of the recorded media. This media, and any copies thereof, must not leave Lionheart Radio premises without prior permission of the Station Organiser. (Note: the off-site backup uses a Lionheart Radio hard drive at a remote location, managed by Technical Support).
- Taking media recordings of a Lionheart Radio young person or vulnerable adult, within or without Lionheart Radio premises, which are **not** stored on Lionheart Radio devices is not permitted without prior permission of the Lionheart Radio Station Organiser and the parents/carers of the person. This media, and any copies thereof, must not be shared with anyone else (including other Lionheart Radio volunteers) without prior permission of the Lionheart Radio Station Organiser. Lionheart Radio will not tolerate abuse of this principle, and expects every individual associated with it to uphold this principle. Failure to uphold this principle is cause for disciplinary action.
- Lionheart Radio will attempt to register the details of companies that make media recordings during a public event, and will make these details known to all individuals involved in the event. Lionheart Radio is not responsible for media recordings made by external companies and/or unknown individuals during a public event.
- Concerns regarding inappropriate or intrusive photography and video should be reported to the Lionheart Radio Station Organiser, or to the Lead Responsible Adult, or to a member of the Board. The general *Station Contact Information* and *Safeguarding Contact Information* are posted in the Lionheart Radio premises.

Media Usage Principles

- Volunteers appearing in any form of media that is published can be identified by name. (Those under 18 years old will be identified by first name only). A volunteer must inform Lionheart Radio before publishing if they do not want to be identified by name, or only by first name.
- Recorded media made by Lionheart Radio will not be passed on to other organisations without permission from the volunteer involved or (if a young person or vulnerable adult) permission from the parents/carers of the person, as identified in the registration form.
- Lionheart Radio volunteers will not receive any payment for their contribution in any form of Lionheart Radio media or radio broadcasting.
- Lionheart Radio is entitled to all rights, including copyright throughout the universe in perpetuity, by any and all means, in any and all media.
 - o *Special Case 1.* When a volunteer offers a pre-recorded interview for broadcast, the volunteer retains their rights to the pre-recorded interview itself. The recording of the radio broadcast, including the broadcast of the interview within the radio broadcast, falls under Lionheart Radio's entitlement to all rights
 - o *Special Case 2.* When a volunteer provides a pre-recorded show, or is given a copy of a radio broadcast (for training purposes), this media falls under Lionheart Radio's entitlement to all rights. In particular:
 - The volunteer may not provide a copy to any other organisation, or individual, outside Lionheart Radio
 - The volunteer may not play the media, nor allow it to be played, in the presence of other people such as would contravene the PPL / PRS / MCPS licences held by Lionheart Radio.
(Note: it is the release of any copyrighted audio – music / vocal or spoken – by Lionheart Radio to any organisation or individual(s) that would contravene the PPL / PRS / MCPS licences-to-broadcast held by Lionheart Radio)
 - o *Special Case 3.* When Lionheart Radio broadcasts a networked show, the originator retains their rights to the show itself. The recording of the radio broadcast falls under Lionheart Radio's entitlement to all rights.
- Lionheart Radio is entitled to cut and edit recorded media as it deems appropriate and is not obliged to include all or any of the contribution made by a volunteer in a presentation of the media.
- Lionheart Radio is entitled to use any videos / photographs / personal memorabilia provided by a volunteer in a completed form of media.

Lionheart Radio & Media CIC Board approved this Policy at its meeting on 14 June 2023.

The approval was minuted.

Lionheart Radio & Media CIC Board approved the Policy review at its meeting on 26 Nov 2024.

The approval was minuted.

Lionheart Radio & Media CIC Board approved the Policy review by written resolution on 09 January 2026 and this was minuted at its meeting on 18 February.