

## Filming & photography guidelines

Filming and photography at Hounslow and Richmond Community Healthcare NHS Trust premises will be considered on an individual basis. However the trust cannot agree to all requests and reserves the right to decline. Contacts will be handled by the trust's communications department.

### Project coordination

The purpose and context of the which the film is to be used should be stated in advance in writing, together with the planned dates for filming/photography and a summary of departments to be involved.

The producers and film crew should be named and a contact number obtained. The HRCH filming/photography application form must be completed by the production company/film crew and signed off by the trust.

**Patients/public or HRCH staff cannot be filmed/photographed under any circumstances unless prior agreement is sought from the trust as part of the initial application process. Every patient/member of public or staff member being filmed must complete and sign a patient consent form. If under 16 years of age, the parent or guardian must complete the form.**

The producer and film crew/photographer must wear photo ID badges identifying their organisation (this must be provided by the film company).

Authorisation will be given on the understanding that it may be withdrawn at any point if either a patient or member of staff does not consent to filming.

If requested by the trust, the company/photographer must show the final version of the film before broadcasting to ensure matters of confidentiality are not breached.

Filming should not interfere with the normal running of the ward/dept. Film may be used only for the purpose identified in the application.

### Fees:

Due to supervision, security and administration, a non-negotiable fee is payable for any filming or photography at Hounslow and Richmond Community Healthcare NHS Trust's sites:

- **£150 per hour, which includes both filming and co-ordination (excluding VAT)**

Any changes to the day or time of filming/photography must be relayed to the HRCH communications department as soon as possible. This should be at least 12 hours

before the original date/time agreed - otherwise there will be a cancellation fee of £50 payable to the trust.

If filming/photography should take longer than first agreed, the organisation will be invoiced for the additional time incurred, payable at normal rate. This payment will be due within one week after the filming.

The agreed fee must be paid in advance of filming – by the day of production. This should be in the form of a cheque made payable to: **Hounslow + Richmond CH NHST Charitable Fund** and returned to the address below:

Communications  
Hounslow and Richmond Community Healthcare NHS Trust  
Thames House  
180 High Street  
Teddington  
TW11 8HU

## Key principles

- Patient confidentiality is of utmost importance and written consent to filming/photography must always be obtained from patients, staff and the trust. Consent forms must be sent to and agreed by the communications department, prior to filming.
- Patients, the public or HRCH staff on the agreed premises can only be filmed/photographed with the prior permission of Hounslow and Richmond Community Healthcare Trust (as part of the initial application process) – and with full signed consent from those being filmed. It is the production company's responsibility to obtain signed consent and signed forms must be returned to [communications@hrch.nhs.uk](mailto:communications@hrch.nhs.uk) after filming is complete. In addition, the consent form templates must be shared with the communications team and approved prior to filming commencing.
- Authorisation for filming or photography will be given on the understanding that it may be withdrawn at any point if either a patient or member of staff does not consent to filming
- Filming/photography must not interfere with the provision of patient services or effective running of the trust
- Patient and staff safety is paramount at all times
- The privacy of patients must be respected and their dignity preserved
- Film crews must vacate the area if reasonably requested to do so by a senior member of staff
- If requested by the trust, the company must show the final version of the film before broadcasting to ensure content is appropriate and matters of confidentiality are not breached.
- Film/photography may be used only for the purpose identified in the application.
- Laminated filming in process notices should be displayed in all areas where cameras are in operation

## Procedure

### Before filming/photography

All filming/photography requests must be directed to the trust's communications team. Details of the request, including dates, specifications and duration must be included in the trust's filming application form and returned by email to [communications@hrch.nhs.uk](mailto:communications@hrch.nhs.uk)

### While filming

- The film crew/photographer must be accompanied by a member of trust staff at all times
- Rigorous infection control procedures must be respected at all times
- No patients or staff are to be filmed without obtaining proper consent

### Parking

Parking for larger vehicles may be able to be accommodated – requests for parking must be made 5 working days prior to production date/s, and parking for large vehicles may be chargeable. Smaller vehicles are able to use the public pay and display car parks within the trust grounds.

## Find out more

For further information or enquiries, contact the HRCH communications team:

- Tel: 020 8973 3143 / 3139
- Email: [communications@hrch.nhs.uk](mailto:communications@hrch.nhs.uk)