

Filming and Photography in the King's Clinical Research Facility

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Authorised by	Professor James Galloway, CRF Deputy Director
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11 th December 2019	Changes made as per Change History and re-issued as v2.0	E. Giemza
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1.0 Background

- 1.1 The King's Clinical Research Facility (CRF) receives regular requests for filming and photography, generally for media assignments organised through the NIHR Maudsley Biomedical Research Centre, King's College London Press Office, or King's College Hospital NHS Foundation Trust Press Office.
- 1.2 The presence of camera equipment, operatives and journalists has the potential to disrupt the day-to-day work of the CRF, or to result in unsafe or near-miss situations.

2.0 Purpose

- 2.1 The purpose of this Standard Operating Procedure (SOP) is to describe how requests to film in the CRF must be handled, and the specific requirements for filming or photography assignments at the Facility.

3.0 Scope

- 3.1 The CRF encompasses the Clinical Trials Facility (CTF), the Experimental Medicine Facility (EMF) and the Cell Therapy Unit (CTU). This document outlines the requirements for all of these locations, hereafter referred to collectively as the CRF.
- 3.2 This SOP applies to all visitors to the CRF wishing to undertake filming or photography, whether internal or external to King's Health Partners organisations.

4.0 Responsibilities

- 4.1 The CRF Manager is responsible for ensuring that filming and photography requests take place at a time which will be minimally disruptive to the day-to-day business of the CRF.
- 4.2 The press officer handling the media request is responsible for ensuring that visitors to the facility are aware of this SOP and understand the constraints and requirements for filming or photography at the CRF. They are also responsible for supervising visitors to the facility at all times.

- 4.3 Visiting film crews, journalists, and photographers are responsible for ensuring that they conduct themselves safely and with minimal disruption to CRF staff at all times when visiting the facility. They are also responsible for ensuring that the CRF receives appropriate credit in any film or photography produced as a result of their visit (see section 5.13).

5.0 Procedure

Receiving and assessing filming and photography requests

- 5.1 Any requests for filming at the CRF should be directed in the first instance to the CRF Manager, who will if necessary alert the relevant press office (King's College London, King's College Hospital NHS Foundation Trust, South London and Maudsley NHS Foundation Trust, or NIHR Maudsley Biomedical Research Centre) for assessment.
- 5.2 Filming or photography requests should relate to research being conducted in the CRF, or in King's Health Partners organisations. Where the request does not relate to these organisations, it can be approved only at the discretion of the CRF Manager or CRF Director.
- 5.3 In the event that more than one request to film or photograph CRF facilities at the same time arises, and if it is not possible to fulfil both requests, priority will be given to media requests which highlight work taking place at the CRF or NIHR Maudsley Biomedical Research Centre.
- 5.4 The CRF Manager will be informed of the requested date, time, and location for filming, and reserves the right to decline filming or photography requests at any time if they are judged to be likely to disrupt the day-to-day business of the CRF.

Conducting filming and photography in the CRF

- 5.5 The press officer handling the media request should meet the visitors at the planned time and escort them to the CRF.
- 5.6 If parking near the CRF is required, this must be arranged in advance with the CRF Manager. If parking is not available at the requested time, it is recommended to make other arrangements.

- 5.7 Filming outside the CRF (e.g. in hospital corridors or outside) is not permitted without prior approval from King's College Hospital NHS Foundation Trust press office.
- 5.8 Upon arrival, all visitors must sign in to the facility and be given a brief health and safety induction by the CRF Manager or an appropriate deputy.
- 5.9 The CRF is a working research facility, and visitors must be mindful of this in their conduct at the facility. Certain areas of the facility (e.g. Cell Therapy Unit, MRI Scanner) are entirely off-limits to visitors due to critical safety reasons. Visitors who are planning to bring any potentially unsafe or contaminating material (e.g. food, medicine) to the CRF must discuss their plans with the CRF Manager **in advance of their visit**. The CRF Manager reserves the right to halt any filming taking place which is deemed to be unsafe or to pose a contamination risk to the facilities.
- 5.10 The safety and wellbeing of patients and CRF staff takes precedence over all other concerns. If visitors wish to film or photograph open areas of the CRF, they must ask the consent of any individuals present using the King's CRF consent form (CRF-ADMG-FRM-15 CRF Communication Release Form). Filming in corridors or other access points must take place only with the prior approval of the CRF Manager.
- 5.11 When filming is complete, the press officer handling the media request should escort the visitors from the premises and ensure that any locations used for filming are returned to the state in which they were found.

After filming or photography has taken place

- 5.12 Films or photographs taken at the CRF should credit the facility as follows: "With thanks to the NIHR King's Clinical Research Facility". Where an on-screen or voiceover credit is not possible, alternative arrangements should be made with the CRF Manager.
- 5.13 The CRF Manager should be notified when the film or photograph is published, and where possible, included in the sign-off process.

6.0 Related Documents & References

- 6.1 King's College London Press Office:
<https://www.kcl.ac.uk/newsevents/contacts/index.aspx>
- 6.2 King's College Hospital NHS Foundation Trust Communications Team:
<https://www.kch.nhs.uk/news/media/contact>
- 6.3 South London and Maudsley NHS Foundation Trust Communications and Media Team:
[Newsroom - South London and Maudsley \(slam.nhs.uk\)](https://www.slam.nhs.uk/newsroom)
- 6.4 NIHR Maudsley Biomedical Research Centre Communications:
<http://www.maudsleybrc.nihr.ac.uk/about-us/contact-us/>
- 6.5 NIHR Communications: [News and Events - NIHR School for Public Health ResearchNIHR SPHR](#)
- 6.6 CRF-ADMG-FRM-15 CRF Communication Release Form

7.0 Appendices

None

8.0 Approval and sign off

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