

NYCI Guidelines for Use of Photography and Recordings of Young People

Please note this document is a guideline. You should refer to your own organisations policies (child protection policy/ photography and GDPR policy, etc.) before working with young people.

Inside you will find:

- Ethics
- Key considerations/ prompts for your group contract
- Where you can and can't take Pictures.
- Guidelines
- Image Storage & Online/Social Media
- Consent
- Sample consent form/ model release form

Ethics

Much of the discussion around photography, in all of its many forms relates to ethics. Ethics is the study of moral obligation involving the distinction between what is right and what is wrong and this is influenced by a person's values.

We believe the following values are important when working with young people.

- Empowerment of young people
- Equality and inclusion
- Respect for all young people
- Involvement of young people in decision-making
- Partnership
- Voluntary participation

We recommend creating a group contract with young people beforehand to ensure these values and consent are at the forefront.

Key considerations/ prompts for your group contract

- What are the groups values and how will you work together
- Participants should not photograph anyone, including each other in an aggressive, demeaning or disrespectful manner.
- Treat all subjects with respect and dignity. Photographs should not be discriminatory in nature or reproduce stereotypes. They should respect differences of ability, culture, religion, race and sexual orientation
- Before you start your project you will have to decide as a group whether you should take photographs of people without their knowledge.
- If you decide that it is acceptable then you might move on to discussing how you should use the images—is it alright to take an image of an elderly person going for a stroll on a winter's day and then use it as an image of loneliness? The group will need to ask itself whether it is using the photos in a manner that will do no harm to persons appearing in photos.
- Child protection Policy- The photographs should show not anything of a sexualised nature.
- Where you Can and Can't take Pictures including consent/ ethics
- Image Storage

Use this document's guidelines to inform and support the process

Where you can and can't take Pictures.

If you can see something easily from a public place, it is legal to photograph it. If you cross the boundary into someone's private property, you must get their permission first. Shopping Centres for example are private property, so you will need to ask permission first.

While it is legal to photograph in public places without consent, It is important to respect if someone clearly does not want to be photographed or if they ask for their photo to be deleted. Equally, people may give you informal consent through eye contact, gesture or verbally. It's also good practice to be able to explain your project to people if they ask.

It is important that the group realises that **personal privacy** and **honesty** are important and sensitive issues.

Guidelines


- Consideration should be given as to whether children or young people could be identified when personal information is included about them alongside a photograph;
- Consideration should also be given as to whether the images could be used inappropriately – e.g. adapted or copied for use on child abuse websites
- All children/young people should be appropriately dressed (taking account of ethnic and cultural considerations and what kind of message the image is portraying)
- Recorded images should focus on an activity and, where possible, feature groups of children/young people rather than individuals.
- Ensure that any contracted film makers/ photographers are not allowed to spend time with or have access to children/young people without supervision.
- Any complaints or concerns about inappropriate or intrusive images should be reported and recorded in accordance with any other child protection concern.
- Be careful not to reveal too much detail about where the children/young people's lives, their background, their interests, etc.
- Ensure that parents and children are fully aware what, where and how the images will be used and that consent is received in advance of the session.
- If using identifiable photographs in an NYCI Publication, the young person and their parent/ guardian must give their written consent.
- You will need to discuss personal safety with your group so that they are aware of keeping themselves safe while they are out photographing.

Image Storage & Online/Social Media

- Liability for the safety of everyone involved in the project must be considered and provided for through appropriate insurance. Downloading images needs to be done in a very organised manner
- Use Descriptive file names for folders and individual file names if you can

- Avoid Photo Programmes that come with computers like iPhoto, they place images into hidden folders and make virtual copies that can be difficult to find later.
- You need to agree a clear code with the group when it comes to using social media and sharing photos online.
- Make sure that cameras and phones are using the right date as this can cause confusion.
- The storage, access and ownership of images need to be carefully managed.
- Workers should not store photographs of the young people on their cameras or camera phones. These images need to be downloaded into and stored securely either on an encrypted external hard drive or on a secure computer network within the organisation.
- If photographs are stored on a computer, it is important to look at how these are accessed in order to ensure that confidentiality is maintained.

Consent

- Parents or Guardians need to give written consent for the participation of young people aged under 18 years of age in the project.
 - Images of a child or young person cannot be used for any reason without the written consent of their parent or carer. It is best practice to clear this in advance and to ensure that parents and young people are fully aware what, where and how the images will be used.
 - If you plan to use images produced during the project later for promotional reasons, this has to be stated clearly in advance and written consent also sought.
 - There are consent forms in your notes that cover participants and non participants that can be adapted for your project and organisation.
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Sample Photograph Consent Form

Name and Address of Organisation

Telephone Number

Email

Dear Parents / Guardians,

Occasionally, we may take photographs of the young people to document and celebrate our work. The images may be displayed in the youth project or as part of an exhibition in an outside venue. We may also use these images in our publicity, for example in printed publications, as well as on our website. Please note that websites can be viewed throughout the world and not just in Ireland. From time to time, our youth project may be visited by the media who will take photographs of a high-profile event. Young people will often appear in these images, which may appear in local or national newspapers and websites.

The photographs of the young people are stored securely in the youth project in a locked filing cabinet. Our electronic images are stored in our computer system in a protected folder with restricted/password protected access. The images will be stored for [proposed time period] and form part of our photographic archive.

To comply with Data Protection, we need your permission before we can photograph or make any recordings of your young person. Please circle or underline yes or no to the following questions:

Name of young person:

In line with our policy, we also require the young person's own consent for the use of their own image.

<< This section must be completed by the young person >>

May we display your photograph in the youth project or as part of an exhibition in an outside venue?	Yes	No
May we use your photograph in our printed publications that we produce for promotional purposes?	Yes	No

May we use your image on our website and on our official social media pages?	Yes	No
Do you give consent for to be photographed in press events agreed by the youth project?	Yes	No
Do you give consent for your full name to be published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name.)	Yes	No

It is your responsibility to let us know if you want to withdraw or change your agreement at any time.

Parent / Guardian signature:
Young Person's signature (if 18 or over)
Date:

This form will be held in accordance with the data protection policy of [Organisation Name]. The data entered will be used only for the purpose indicated on the form. It may be accessed only by those with responsibility for managing files.

Model Consent Form: Non-Participant

Name and Address of Organisation

Telephone Number

Email

Model Release:

I,.....(name) grant the photographer from (name & organisation) permission to use the photographs taken of me.

This may include but is not limited to:

- exhibition at the youth project or outside venue
- printed publications that promote the project or our funders
- official social media pages

I give consent for my image to used as listed above:

Yes No (please tick)

I give consent for my name to be used alongside my image

Yes No (please tick)

It is your responsibility to let us know if you want to withdraw or change your agreement at any time.

Parent / Guardian signature:

Young Person's signature (if 18 or over)

Date:

Telephone:

Email:

This form will be held in accordance with the data protection policy of [Organisation Name]. The data entered will be used only for the purpose indicated on the form. It may be accessed only by those with responsibility for managing files.