

Moretonhampstead Association for Youth

Registered Charity No. 1085831

Photograph and Visual Media policy

Also see: Child Protection policy and Code of Conduct

Parent's permission for photographs / video for our newsletters / website or to inform funding bodies is requested as part of our membership registration process. **If no response is received from parents or young people on a signed registration form, it is automatically assumed that consent is given.**

1. Photographs and other recordings taken of youth club members by staff, volunteers or other adult acting on behalf of MAY

Photographs / video / sound recordings of young people will only be taken with the knowledge of the Senior Youth Worker and the young people involved. Any recordings by adult staff or volunteers must be taken using the youth club camera or phone and in accordance with this policy. If the youth club camera is unavailable and a picture evidencing an activity is needed, a personal phone may be used as a one-off with the specific permission of the Senior Youth Worker. Any photos must be messaged to the youth club email address or Facebook and then deleted from the personal phone.

Young people must be aware that photographs or other recordings are being taken and their wishes respected if they do not wish to be recorded or in a photograph. Even if parental consent has been given, and even if a young person is happy to be photographed on one occasion, the young person has the right to stop photographs or film being made of them and to ask for a photograph or recording to be deleted, and this must be respected and complied with.

Photos or other recordings taken of young people who do not have parental consent for use of photos as promotional material cannot be used beyond the Youth Club itself (i.e. within an activity, hard copy displayed on the wall).

Photographs / video / sound recordings of young people who have parental consent will only be for use on the MAY website, Facebook page, newsletters, funding applications, or for other authorised promotional material approved by the Management Committee. Photos or recordings will be selected appropriately and sensitively.

Photos or recordings by adults at the club will only be stored and used for legitimate youth club business as described above. They must not be used on other web sites or shared in any way. Any staff or volunteers found not to be adhering to this policy will be suspended

pending a MAY investigation into their conduct.

2. Photographs and other recordings taken by young people (attending sessions as service users) of each other using their personal phones

It is accepted that taking camera phone photographs and footage, and sharing them on social media, is normal for young people, and that being able to take photos of youth club activities adds to the social significance of the activities and the young people's ownership of the club as a social space. **Photographs and footage must be taken openly, in a group, and with the consent of all parties as above. If any recording is found to have been done secretly or any complaints are made regarding upsetting, embarrassing or simply unwanted recordings or footage, the person or people involved will not be allowed to use their phone at youth club and they will be asked to delete the photos or footage.**

If they refuse their parents or guardians will be contacted.

Photos taken using the youth club camera by young people will only be used and stored according to the first section of the policy above.

Reviewed October 2021, to be reviewed by October 2022 or as required by legislation and good practice, whichever comes sooner.