



TIR COED PHOTOGRAPHY POLICY

It is essential for all participants of Tir Coed activities, events and projects (children, young people, older or vulnerable individuals) to feel comfortable and happy with their contributions and involvement, whatever form it may take.

It is important to record these achievements and successes, so that they can be remembered, shared and retained as evidence to positively promote the work of Tir Coed in publications, on websites and through social media to participants, families, referral agencies, funders, partners and other stakeholders.

Tir Coed staff, trustees, tutors, support workers, mentors, volunteers and visitors are all responsible for ensuring that safeguarding principles are adhered to when taking photos, filming or sharing images.

The potential for misuse of images will be reduced if everyone is aware of the potential risks and dangers and if preventative measures are followed.

POTENTIAL RISK FACTORS:

- Individuals may be identifiable or traced if a photograph is shared with personal information
- Sharing of images without individual consent could cause unnecessary upset
- Inappropriate photographs or recorded images of individuals may lead to real harm despite best intentions, including the inappropriate use, adaptation or copying of images
- Child protection being breached, including the risk of grooming, and from failing to retain the anonymity of children under court orders
- Inability to retain control of images once they are shared in the public domain, especially on social media

PREVENTATIVE MEASURES:

1. IN ALL SITUATIONS

- Do not use individuals' names or personal details in photograph captions
- Obtain signed permission wherever possible from participants (18+) or parents/guardians (under 18's), to seek consent for individuals to be photographed or filmed and for their images to be used
- Ensure that by giving 'consent' it is understood that images may be used for training material, funding reports and for publicity purposes on Tir Coed website, in publications or via social media

- Ensure that photographers inform people, where possible, that they are about to take photos so that individuals can opt out if they so wish
- Ensure individuals being photographed are in suitable clothing and taken from a suitable angle, to reduce the risk of inappropriate use
- Do not allow external photographers unsupervised access to individuals
- Do not approve photography sessions outside an event or at an individual's home
- Ensure that if a 'no consent' response is given, this information is shared with all appropriate personnel in contact with the individual involved, to ensure that images are not taken by mistake
- If photos are accidentally taken of an individual who has not given consent – first try to obtain consent, but if it is not possible to gather this information or if 'no consent' is given, they should be deleted from all systems

2. TRAINING COURSES AND ACTIVITY SESSIONS:

- Ensure an 'acceptable use' policy is established within each group, so that it becomes essential for everyone to agree on suitable and safe options for sharing and taking photographs for that group. The tutor mediating the discussion is to be alerted in advance to individuals who may have good reason to remain out of photographs. S/he should ensure that not being photographed is understood to be an acceptable wish to which others in the group are required to adhere. A record should be kept by the Tutor, Support Tutor or Coordinator of the agreed rules from this discussion.
- Regardless of any group agreement, participants should be encouraged to keep mobile phones and similar devices carefully stored away from the training area and only accessed at break times to encourage careful consideration of the use of the technology in the woodland training setting.
- Individuals who do not comply with the groups agreed rules will be asked to remove any inappropriately shared images within 48 hours. Failure to do so could lead to the website or social media platform being contacted by Tir Coed to request removal, the person being removed from the course, as well as police involvement in the most serious cases.
- At one-off events or single days with groups, the rules for any referral organisation as well as these guidelines should be adhered to, with a clear statement at the start of the session asking who is not willing to be photographed and who will be taking any photographs.

3. PUBLIC EVENTS:

- Display notices at public activities or events to inform members of the public that photos or filming will be taking place and that they may be used for publicity purposes

- Obtain permission, at public events, for use of individual images, where possible
- Ensure all external/visitor photographers or the press are aware of expectations by issuing Tir Coed's photography policy prior to events.

STORING IMAGES:

- Hard copies of images which are being retained for funders or accreditation but have not been agreed for marketing should be kept in a locked drawer and all digital images should be in a protected folder with restricted access
- Images should not be stored long-term on unencrypted portable equipment such as memory sticks and mobile phones
- Laptops and other devices which have access to image files stored on Tir Coed file-sharing systems, should have suitably strong passwords to prevent the accidental sharing of images
- Access to the images section of the Tir Coed filing system will be restricted to those staff who need access to complete their job roles

Suggested wording to demonstrate consent

GENERAL FORM

Tir Coed recognises the need to ensure the and safety of all individuals taking part in any activity associated with our organisation. In accordance with our policies, we will not permit photographs, film or other images to be taken and used for publicity purposes, without prior consent.

As you/your child will be taking part in (*name of activity, course or event*) on (*day, date*) we would like to ask for your permission to take photographs/film of the event or activity which may contain images of you/your child.

These images may be used in the following ways:

- As a record the activity, course or event as evidence to include in written reports that will be shared with funders, partners, stakeholders
- As publicity material to promote Tir Coed to a wider audience on leaflets, websites, social media, in newspapers, or other published articles

We would be grateful if you would complete the permission slip below and return it to Tir Coed. Diolch/Thank you

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Activity/course/event

VenueDate

Iam /am not happy for photographs or films to be taken of me/my child..... (participant/parent/carer name)

I understand that images may be used by Tir Coed as evidence for reports and for publicity purposes which may include social media.

SignedPrint Name

Date

ATTENDANCE SHEET FOR PUBLIC EVENTS

Name	Address	Email	Consent for photos/films		Comments
			Yes (✓)	No (X)	

POLICY ADOPTED: 13TH FEBRUARY 2019

DATE:

07/05/19

SIGNED:



POSITION:

Chair

SIGNED:



POSITION:

Trustee

on behalf of Tir Coed Board of Trustees