

Hallam Union is committed to providing positive and safe experiences for all the people who are involved in our work, including children and vulnerable adults. It is beneficial for Hallam Union's Volunteering Team to have photographic records of the work we have carried out with different groups of people and individuals. However, we recognise that images can sometimes be used inappropriately if not carefully monitored and so we seek to prevent this happening by adherence to the guidelines set out below. The purpose of these is to protect children and vulnerable adults.

* The words 'photograph/s' and 'photo/s' refer to any still or moving image (e.g. video) recorded by any sort of camera.

1. Photos in which children or vulnerable adults can be identified will only be taken where this is clearly beneficial. This will be decided with input from Volunteering staff, and photos of this nature must only be taken and used where parental or carer consent has been given alongside the consent of the individual concerned where appropriate.
2. More usually we will seek to take photos of volunteering activities where children and vulnerable adults are not identifiable, though volunteers working with them may be featured. Where photos of this nature are to be taken we will gain consent from the relevant organisation or venue involved.
3. Photos must only be taken where participants are involved in appropriate activities and are appropriately dressed.
4. At all events where photos are to be taken there will be a designated Volunteering photographer. This person may be a member of staff or a volunteer, and will have had the guidelines below explained to them.
5. In addition, any other person wishing to take photos at our events must have this approved by Hallam Union. These guidelines will be explained to them and they will be required to sign a statement that they agree to abide by them. This includes SHU staff, members of the press and any other external agency or individual.
6. We will dispose of any photos that have been inadvertently taken where consent has not been given.
7. Where photographs are used for Volunteering publicity (e.g. web-pages, newsletters) children and vulnerable people will not be identified unless in exceptional circumstances or where consent has been given.
8. Where consent has been given, we will store the photos on a shared computer drive only accessible to appropriate members of Hallam Union staff by password only. Any archiving that is done onto an external drive (such as CD's) are stored in a locked cabinet.
9. In a school setting where consent has previously been obtained from parents/carers by the school, we will take photos without individual parent/carers consent in circumstances where the school signs the photographic consent form on behalf of parents/carers.

Hallam Union
Publicity and Photographic Consent: Participants

Hallam Union recognises the need to ensure the welfare and safety of all children and vulnerable people.

In accordance with our Photograph Consent Guidelines we will not permit photographs, video or other images of children or vulnerable people to be taken without the consent of the parents/carers and children / vulnerable people.

Volunteering will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform us immediately.

Volunteering may also wish to interview participants for publicity purposes. We will not permit interviews to take place with children or vulnerable adults without the consent of their parents/carers.

Participant

Name:

Organisation:

I consent to Hallam Union photographing or videoing my involvement in your activity and understand that Hallam Union may use photographs of me for publicity purposes such as newsletters, web-pages, external press etc.

I consent to Hallam Union interviewing me for publicity purposes such as newsletters, web-pages, external press and radio.

Signature:

Print Name:

Date:

Parent or Guardian

Child's name:

I consent to Hallam Union photographing or videoing my child and understand that photographs of my child may be used for publicity purposes such as newsletters, web-pages, external press etc.

I consent to Hallam Union interviewing my child for publicity purposes such as newsletters, web-pages, external press and radio.

Signature:

Print Name:

Date: