

Hallam Volunteering 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 us 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 Hallam 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 Hallam Volunteering photographer who will be issued with a badge. 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 Volunteering. 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 Hallam Volunteering publicity (e.g. Webpages, 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 photos in a secure cabinet alongside the relevant consent forms and accurately record dates and details of photos and subjects so that they can be used for future publicity purposes.

Hallam Volunteering 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.

Hallam 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.

Hallam 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

School or Sports Club

- I consent to Hallam Volunteering photographing or videoing my involvement in your activity.
- I consent to Hallam Volunteering using photographs of myself for publicity purposes such as newsletters, webpages, external press etc...
- I consent to Hallam Volunteering interviewing me for publicity purposes such as newsletters, webpages, external press and radio.

Signature

Date

Parent or Guardian

Childs name

School or Sports Club

- I consent to Hallam Volunteering photographing or videoing my child.
- I consent to Hallam Volunteering using photographs of my child for publicity purposes such as Newsletters, WebPages, external press etc...
- I consent to Hallam Volunteering interviewing my child for publicity purposes such as newsletters, webpages, external press and radio.

Signature

Print Name

Date

Signature

Print Name

Date

Hallam Volunteering is committed to providing positive and safe experiences for all the people who are involved in our work, including children and vulnerable adults. Due to the nature of our activities we recognise that external agencies may wish to take photographs at our events. Therefore we request that all external agencies gain approval by Hallam Volunteering before photographing at an event.

In addition, as an external agency you will be expected to agree and comply with the following statements:

1. Photographs may only be taken and used for publicity purposes where parental or carer consent has been given alongside the consent of the individual concerned where appropriate.
2. Photographs must only be taken where subjects are involved in appropriate activities and are appropriately dressed.
3. Where children and vulnerable people are not identifiable consent must be gained from the relevant organisation or venue involved.
4. Where Photographs are used for your organisations publicity (e.g. webpages, press releases) children and vulnerable people will not be identified unless in exceptional circumstances.

On behalf of _____ (Agency) I agree and will comply with the Hallam Volunteering Photograph Consent Guidelines.

Signature

Print Name

Date

Hallam Volunteering 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 us 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 gaining permission from the organisation we are working with.

Hallam Volunteering will gain consent from either parent or carer and also the participant before taking and using any photographs. More usually we will seek to take photographs of volunteering activity where children and vulnerable adults are not identifiable, though volunteers working with them may be featured. In this instance, we look to gain consent from the relevant organisation or venue involved, instead of the participants and parents or carers.

If your organisation agrees to let Hallam Volunteering take photographs whereby participants are not identifiable please you could you sign the attached agreement form.

AGREEMENT

On behalf of _____ (Organisation), I agree that a representative from Hallam Volunteering may take photographs that involve children or vulnerable people from my organisation on the understanding that participants will not be identified.

Signature

Print Name

Date