

Britain Yearly Meeting Children and Young People's Work



Event & Activity Management Policy Procedures & Guidance 6

This policy applies to all Britain Yearly Meeting centrally managed work with children and young people (see <http://www.quaker.org.uk/event-and-activity-management>)

Use of Images: Procedures

Words and images have the power to do good as well as harm. They can create or destroy¹

In accordance with the Data Protection Act (1998):

- Verbal or written permission must be obtained for every identifiable person (children and adults) who will appear in a photograph, video or webcam image before the photograph is taken or footage recorded.
- For children and young people under the age of 18 written consent must be obtained from the person with parental responsibility before an image is displayed, used in printed material or made public. Where an individual is over the age of 18 their image can be displayed as long as they give their consent. Specific written consent must always be obtained before using photographs on any website.
- It must be made clear to the person(s) in the photo, why images are being used, what they are used for, and who might want to look at the pictures.
- If images are taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified in the image or captions by name or other personal details (including e-mail or postal addresses, telephone or fax numbers). It is best practice to ensure that name badges are not viewable in the photograph. If this is not possible the photo must be edited to remove the identifying information.

Use of Images: Guidance

General Guidance

- When using photographs of children and young people it is preferable to use group pictures.
- When displaying images, photos should be chosen carefully and consideration given to the message that each image conveys.
- Individuals participating in events should be asked to consider what the impact might be if they subsequently reproduce images, taken at the event, this includes websites such as facebook.
- In order to ensure that people are clear why an image is being used separate consent should be obtained for use of images in BYM publications, use in independent publications to promote the work of BYM and on the BYM website. It must also be made clear that websites can be seen throughout the world and not just in the UK where UK law applies.

¹ Page 1 Save the Children Focus on Images

- Where the BYM event is private and held on private land, BYM asserts its right to ensure that the use of photos and videos, during and after the event by staff, volunteers and participants is in line with this policy.
- Participants on children and young people's events and programmes will be asked to sign to confirm their agreement that they understand that Britain Yearly Meeting reserves the right to control the use of images taken at the event. This right will only be exercised in the event of complaints being made by the subjects that appear in any published images.

Images and Young Quakers involved in international volunteer work

- Photos should illustrate positive experiences and positive engagement with the community that the volunteer has worked with.
- It is good etiquette to ask permission to take someone's photo, whatever country you are in – photos can be displayed if those featured have given their permission and it has been explained what the image will be used for and why.
- Does the image retain the dignity of those with whom the work has been done?
 - do they show an active partnership or recipients of aid?
 - who has the power in the image? does it emphasise dependence and need?

Guidance for participants and volunteers on taking photos and videos at Britain Yearly Meeting Children & Young People's events

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Recently we've been considering how photos and videos taken at events are used, and how sites like Facebook and YouTube can so easily make sensitive information very public. We want to try to make sure that no one is embarrassed or upset, and that no harm comes from things that are put online. We also want events to continue being safe and enjoyable.

Once photos and videos are out there on the internet, it can be impossible to regain control of them. We feel a responsibility to ask you to consider any potential issues **before** uploading. Ask yourself what the people in the photos might feel and who might be looking at them. Think about the impact that the image might have in the future and not just now. Remember that for many people, Quaker events are very personal experience, which they may not want to broadcast to everyone. **If you're in any doubt, leave it out.**

If you are embarrassed or upset, by an image that has been put online from the event by another participant or team member, try at first to resolve this with the person concerned, if this is not successful, then please contact Children and Young People's Team at cypadmin@qukaer.org.uk.

Following the event selected photos which have been taken by the event photographers are put onto flickr. These images are public. Images that appear in publications e.g. the Friend, National Youth Agency and on the website are used in line with the consents you have given. We try to choose photos carefully, reflecting on the message that each image conveys and the permissions you have given. If for any reason there is a photograph posted on flickr that causes concern, please contact Children and Young People's Team at cypadmin@qukaer.org.uk and they will arrange for it to be removed or modified.

² Page 1: Save the Children Focus on Images

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