



Photography, Video and Audio Recording Policy

March 2018.

Introduction

Soundabout's work involves the taking and use of photographic, video and audio recordings to showcase the impact of the charity's work; for evaluation and research; and for publicity and marketing, including on its website, social media and in publications. Soundabout recognises that the act of photographing, video and audio recording images of children, young people and vulnerable adults is associated with potential risk if shared with personal information.

Policy Statement

Soundabout is committed to safeguarding the welfare of the children, young people and vulnerable adults it supports, and treating them with care, respect and dignity. Any photograph, video or audio recording taken of a child, young person or venerable adult must be for legitimate purposes in accordance with the charity's objectives.

This policy applies to the taking of photographs, video and audio recordings, whether for use by Soundabout, its funders, partners or the media. The procedures for the use of photographs, video and audio recordings are also covered in the charity's Privacy Policy as images are classed as personal information. This policy will be reviewed annually.

Consent

Soundabout does not sanction, and, in the case of practitioners undertaking work on Soundabout services, does not permit photographs, other images, video or audio recordings of children, young people or vulnerable adults to be taken without the consent of the parents/guardians/carers and the young person if aged 13 years or older and has the capacity to consent. **This consent is valid for three years** unless it requested to be withdrawn. Consent can be withdrawn at any time by informing Soundabout in writing or by email. We cannot withdraw images already published in printed books, newspapers, magazines and journals, but will remove online photographs, video and audio recordings where possible.

If photographs, video or audio recordings are selected to be used in high-profile contexts (such as YouTube videos and television programmes), Soundabout will always seek further permission of parents/guardians/carers and the children/young people. Soundabout takes all steps to ensure that photographs, video or audio recordings are used solely for the purposes they are intended.

Security of images and recordings

Soundabout undertakes that any images, video and audio recordings are stored securely in a password protected file.

Use of images and recordings

Soundabout uses images and recordings for:

- internal purposes of service evaluation and research
- external use - presentations and publications to provide information or raise awareness/funds (printed and online)
- external use - on the Soundabout website and social media

We seek consent for each purpose and take all steps to ensure these images and recordings are used solely for the purposes they are intended. The parents/guardians and the young person (if aged 13 years or older and has the capacity to consent) can withdraw consent at any time by informing Soundabout in writing.

Images and recordings of children, young people and vulnerable adults will not be published or publicly displayed with information that could easily permit personal identification of the individual. Soundabout will not include anyone's name alongside their image unless additional and specific consent is given, this will be asked for separately and specific reasons will be given as to why this is being requested.