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Support Guide – Photographic Permission for Safeguarding Officers



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About Photographic Permission

It is important that you obtain photographic permissions for your under-18-year-old members from the outset, to fully understand parent's requests and put in place procedures to manage those who have specific permission requirements. By establishing this early on, it will make the taking and publishing of photographs* much easier as you will understand the reasons why the parent/guardian has made the request and have measures in place to manage it. It will also reduce the risk of putting a child in danger by unknowingly sharing photographs.

Parents have been given the following guidance on the parental consent form:

As part of the YFC activities, pictures and videos are used for the legitimate interest of the organisation which includes promotional activity and the publishing of competitions results. Photography from YFC events will include under 18-year-old members unless there are safeguarding/or other reasons why their parent/guardian does not wish their child's photograph to be used. All YFC organised events will display information regarding the capturing of images and who to speak to if there are any concerns during the event. No images will be sold but may be used for external press and news features. All images will be kept for use for a limited time and then only for historical and reference purposes.

Parents will therefore indicate on the parental consent form if they would like to discuss their requirements with you. This support guide has been written to help you manage this process and ensure that you are meeting your safeguarding duties.

*For the purposes of this document the word photography means both still and moving images taken using camera's, video recorders, mobile phones, tablets and other digital devices.

Understanding why parents/guardians may not want their child photographed/filmed.

It is the child's and parents/guardian's prerogative as to whether they want their/their child's images taken and shared. Images can be used as a means of identifying children and young people when associated with personal information e.g. this is 'Chloe' who lives in *Stoneleigh*; Chloe is a member of the 'Kenilworth' Young Farmers' Club and likes a certain hobby/sport. This information can make a child vulnerable to an individual who may wish to contact and start to "groom" that child for abuse – online (e.g. through the internet or social networking platforms) or through direct contact in the off-line, 'real' world.

The points below provide some reasons as to why they may not be comfortable with images of themselves or their children being shared.



- They do not access social media.
- They choose not to have a digital identity/ presence or footprint.
- They are fearful of themselves/their child becoming a target for abuse/grooming.
- They choose not to have contact with some family members therefore decide to minimise their online presence.
- They are conscious that information could be seen by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children.
- They or/ and their family may have experienced abuse and they may worry about the perpetrator tracing them online.
- They are concerned that the content of photographs can be used or adapted for inappropriate use.

Having the conversation with the parent/guardian

1. Once you have received the parental consent form and recorded that the parent has indicated that they would like to discuss their child's permissions, arrange a time to either meet them and the member in person (if possible) or arrange a telephone call.
2. Introduce yourself and your role within the organisation. Explain that you are following up the information indicated on the parental consent form. Describe what your club/county would normally take photos of throughout the YFC year and detail how and where they are likely to be used e.g. on social media, press coverage, scrapbooks or in a recruitment poster etc. This will give the parent the opportunity to ask questions and seek clarity.
3. Use the record sheet as a template to ask questions and write down the answers. Think of scenarios that may arise and ask the parent how they could be managed. Use it to record workable solutions which the club, member and the parent/guardian have discussed and agreed.

Recording the information

1. Keep the record sheet with your parental consent form in your safeguarding files and make sure that those members who need to know this information are informed.
2. Ask the parent to contact you if any of the information changes.
3. Set a review date. E.g. could be at the end of the first term once some YFC activities have taken place.



Photography Permission Record Sheet

Name:	Age:
Date of meeting/conversation with parent:	Name of parent:
Permissions	Notes
May we use your child's image on our website/social media? Are you happy for us to accompany your child's image with their name?	
May we record your child's image on our video? Are you happy for us to accompany your child's image with their name?	
Are you happy for your child to appear in the printed material? Are you happy for us to accompany your child's image with their name?	
Managing how the practicalities	
Ask the parent/guardian to run through how best to manage their requests. E.g does the child know they can't be photographed? What if they are part of a winning team, do they need to avoid certain public events?	
1.	
2.	
3.	
4.	



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Club Actions (E.g write up notes; inform those that need to know e.g officer team, social media/press officer)	Tick when completed
1. 2. 3. 4. 5.	
Signed: Printed: Review date:	



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Example Photography Event Notice



NOTICE

Photographs and video will be taken at this event

The legitimate interests of XFYFC are being exercised today regarding use of images for the promotion of our activities. By taking part in this event you grant the event organisers full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve XFYFC's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

If you do not wish to be photographed or included in video capture, please speak to the Chief Steward or inform the event organiser on xxxxx xxxxxx.



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National Federation of Young Farmers' Clubs (England and Wales)

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk



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