Volunteer It Yourself Photography, Filming and Audio Policy

Document	**Photography, Filming and Audio Policy**
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This policy applies to all employees, volunteers and other adults associated with Volunteer it Yourself (VIY). Photography, audio or video recording may be collectively referred to as 'digital content' throughout this policy.

The purpose of this policy is to:

- Protect young people who take part in VIY's projects, events and activities, specifically those where digital content may be captured
- Set out the overarching principles that guide our approach to photographs, audio recording and video being taken of young people during our projects and activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing digital content featuring young people and other individuals associated with our projects

1. **We believe that:**

- Individuals, especially children and young people, should never experience abuse of any kind
- We have a responsibility to promote the welfare of all young people and to take, share and use images, audio and video recording of young people safely

2. **We recognise that:**

- Sharing photographs, audio recording and films of our activities can help us celebrate the successes and achievements of young people volunteering and the impact of our projects on the communities they serve, to provide a record of our activities (for reporting, assessment or other promotional purposes) and raise awareness of our organisation
- The welfare of the young people taking part in our activities is paramount
- Young people have a right to decide whether their images, voice or video are taken and how this digital content may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- There are potential risks associated with sharing images, audio recording or video of minors and vulnerable adults online

3. **We will seek to keep young people volunteering on VIY projects safe by:**

- Always asking for consent from the organisation responsible for the young person's referral and welfare and/or parent or responsible adult where necessary before taking photographs, video or audio recordings
- Always explaining what images or recordings of any kind will be used for and how they will be stored
- Making it clear that if a young person, their family or their referral partner withdraws consent for an image, audio recording or video to be shared, it may not be possible to delete images or recordings that have already been shared or published (for example in an Annual Report or printed materials)
- Making sure young people and their referral partner organisations understand how images, audio or video recording of the young people they refer will be securely stored (including how we will control access to this content and their associated information)
- Reducing the risk of images or digital content being copied and used inappropriately by:
    - Only using visual content of young people in appropriate clothing (including safety wear if necessary)
    - Using digital content that positively reflect young people's involvement in the activity

4. Photography, audio recording and/or filming for VIY's use

On the occasions where we, VIY, hire a photographer and/or content creator (including video and audio), for one of our projects for our own reporting and promotional purposes, we will seek to keep young people safe by:

- Providing the photographer/creator with a clear brief about appropriate content and behaviour
- Ensuring the photographer/creator wears identification at all times
- Informing young people and their referral organisations that a photographer and/or content creator will be at the project and ensuring they have given consent through their registration process
- Not allowing the photographer/creator to have unsupervised access to young people, at any time, on our projects
- Reporting concerns regarding inappropriate or intrusive photography or recording following our child protection procedures

5. Photography, audio recording and/or filming for use by VIY's trusted partners and stakeholders

There will be occasions where people such as local journalists or professional photographers and/or content creators (hired by trusted partners/stakeholders linked to our projects) may wish to record video, audio or take photographs at one of our project sites and share this digital content professionally through, but not limited to, digital and social media channels or printed communications and materials. These partners have a legitimate interest to see and share content relating to VIY projects they have supported to evidence their involvement with the VIY project for reporting, communications, promotional or auditing purposes.

These organisations include, but are not limited to: trade sector partners who donate materials or fund projects, youth organisations, design contractors, funding partners (including third sector organisations, governing bodies and local authorities), corporate partners and the community places and spaces undergoing VIY renovations.

This digital content will not be shared for any other reason than their legitimate interest as an organisation to celebrate and share in the success of VIY's impact on the lives of young people and communities they are helping to support.

The trusted partner will seek permission in advance from the VIY Communications Manager and will be required to adhere to the rules stated in Clause 4 above and in their photography contract with us.

The trusted partner will provide:

- The name and address of the person(s) using the camera
- The reason for taking the visual content and/or what this content will be used for
- A signed declaration that the information provided is valid and that the content will only be used for the reasons given

VIY will verify these details and decide whether to grant permission for photographs, audio recording or filming to be taken. We will confirm consent status from the young people on our projects on the designated photography/recording day and will inform the photographer/creator of anyone who does not give consent.

If we, VIY, are concerned that someone unknown to us is recording or taking images, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

6. If consent to take photographs, audio recording and/or video footage is not given

If we do not have consent for photographs, audio recording and/or video footage to be taken of a young person, we will ensure that the young person is excluded from any photographs, audio recording and/or videos taken. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the young person or make them feel isolated.

We will never exclude a child from a VIY activity because we do not have consent for them to be included in digital content.

7. Storing content

We, VIY, will store photographs, audio recordings and videos of those participating in our projects securely, in accordance with our safeguarding policy and data protection law.

Images and audio/visual recordings will be stored in a protected folder with restricted access in our secure cloud storage.

Visual/audio content may be shared with trusted third parties, in accordance with Clause 5 above.

When shared, these images and recordings must also be stored securely through the systems of those organisations, in accordance with their own compliance to safeguarding and data protection law.

Where images or recordings have been captured on mobile devices, these will be transferred to our secure cloud storage at the earliest opportunity then promptly deleted from the local device.

Images and audio/video recordings captured at VIY projects may be kept in safe storage by VIY, as outlined above in this Clause for extended periods of time. This may be for purposes including, but not limited to: long-term reports (such as celebrating VIY at intervals in its history) or archive footage to show the progress of the organisation, the impact on a young person's life (with their consent) or a community space it has supported, over an extended period of time.

Any visual or audio subjects have the 'Right to Erasure' at any time by contacting comms@teamviy.com.

Where requested following their departure from the organisation, VIY will also permanently remove digital content featuring employees in publications, where it is reasonably possible to do so, in line with their Right to Erasure. This may exclude publications or images which are printed, widely distributed digitally or published over 12 months prior to their departure.