



Approved by NI District Executive: 20th April 2016.

NI District Photography Policy

The following should apply **in addition** to existing Brigade Guidelines and Policies (see references at end of document), at any event organised at **NID level or Battalion Level for or on behalf of NID**. It is also recommended as good practice for Battalions to follow for any event they organise.

1. An attendance register will be used at large events to capture the following information:
 - a. Company Name,
 - b. No of Boys Attending,
 - c. No of Leaders Attending,
 - d. Leader in Charge (LIC),
 - e. Confirmation from LIC of Parental Consent (signed by LIC).
 - f. Following the event a copy of this register should be sent to NIHQ for filing. You may scan and e mail this to nihq@boys-brigade.org.uk or post to Newport, 117 Culcavey road, Hillsborough, BT26 6HH.
 - g. Please note a template attendance register form may be found in the Download Section of the BBNI website.

2. The following common statement will be printed at the bottom of all registration/entry forms:

'Please note photos of boys may be taken at this event for NIHQ use on social media, websites, printed publications and local printed media. You will be asked at large events by the event organisers to confirm that you have parental permission in place for all boys that you bring along. It is the responsibility of the nominated leader in charge to ensure that boys who do not have parental consent for photos are not photographed. Please let the children and young people you are bringing know that they may be photographed at an event for the above stated uses.'

3. It is recommended that where possible an announcement is made that photos/videos cannot be taken **if a non-permission is in the room** at a sporting event for example where photos of the boys in action could be taken by anyone. It is recognised that this will not always be possible at a large outdoor event where members of the public are also in attendance.

4. It is also noted that some BB Companies use the Church Annual Consent Form and not the BB Annual Consent Form and therefore that form may not specify use on social media separately.

5. Captions: Where possible only the Company name of the group of boys or first names only should be published. On occasions where the picture is of one boy this may not be feasible and the full name may need to be published.



Guidance for 'Official' Photographers - Official nominated photographers for NID/Battalion.

1. Official Photographers must check the attendance register at large events to see if any companies have noted that they have non-permissions and act accordingly to ensure the non-permission is not photographed.
2. Children and young people should be informed of what the photo could be used for – ie BB website, Facebook Twitter, local paper, annual report, publicity posters etc.
3. Please respect the child/young person's wishes. If they do not want to be photographed do not force them.

Control Points:

1. **Before the photo is taken.** Check that parental permission is in place before the photo is taken, using the attendance register (at large events) verification by leader in charge.
2. **After the photo is submitted to NIHQ:** Example: a small event - a Badminton Competition between 2 companies in a local church hall. When the photo is submitted to NIHQ for publication, NIHQ staff will request verification by return e mail that parental permission is in place for those in the picture. This verification e mail must be filed with the picture in the picture library.
3. **Access to the Photo Library** at NIHQ is limited to one member of staff (currently the Centre Manager/Support Officer). This is to ensure pictures are not used or shared with 3rd parties without due checks to ensure parental permission has been verified and to comply with data protection requirements.

For Reference:

Safeguarding Policies and Procedures Section 10 Photographs and Video.

10.4 Photographs and video

10.5 Storing digital photographs

Safety Handbook section 2.8

Guidance for BB Companies and Battalions setting up Facebook pages (or other social media)



References:

Current BB Safeguarding Policy and Procedures:

Safety Handbook 2.8

Some companies use photographs of their activities in newsletters, on their web sites and in the local press. It is important that permission is obtained **from parents or carers** before photographs are used for publicity purposes. The annual consent form contains a paragraph about the use of such photographs. Care should be given in the release of information, and addresses of children & young people should not be given, but it may be appropriate to include the names of those gaining their awards, receiving the trophy etc. If individuals indicate that they do not want their picture to appear, that wish must be respected.

Guidance for BB Companies and Battalions setting up Facebook pages (or other social media)

'Be careful how you use photos of children: - if a child is named, avoid using their image - if an image is used, avoid naming the child - obtain **children's** and parents' written consent to use photographs on websites. This can be obtained on your annual consent forms. Think before you post and always seek the permission of the children and young people and their parents before adding them to your social network page.'

Safeguarding Policies and Procedures

10.4 Photographs and Video.

Some companies use photographs of their activities in newsletters, on their web sites and in the local press. It is important that permission is obtained from the young people involved and their parents or carers before photographs are used for publicity purposes. The annual consent form contains a paragraph about the use of such photographs. Care should be given in the release of information, and addresses of children & young people should not be given, but it may be appropriate to include the names of those gaining their awards, receiving the trophy etc. If individuals indicate that they do not want their picture to appear, that wish must be respected. Leaders should take care that the choice and dignity of the young person is preserved when taking photos and that any request to have a particular photo deleted should be respected.

10.5 Storing digital photographs

Any Leader storing digital photographs of children and young people on their computer should ensure that picture files are held securely and password protected. In addition to this, Leaders are advised that photos are not to be sent to any person or website outside of the BB without the consent of the subject or their parents/carers.