

9.3 MAN&BOY Media Consent Policy

MAN&BOY believe that children and young people should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

Therefore, it is MAN&BOY's policy that where we are planning to use an image (photograph or video film) for materials in the public domain, consent must be obtained by the appropriate person as set out in the Family Agreement.

The purpose of this policy is to:

- To provide information for the person giving consent so they can make an informed decision about their images being used.
- Set out our standards and responsibilities when taking, using and storing images to be followed by staff, volunteers, participants and external photographers.

Who should read this policy?

Those asked to give consent, including parents, legal guardians, young people, MAN&BOY staff and volunteers.

Taking and storing images – Our Responsibilities:

- We will ensure that we will explain what any images taken may be used for, how they will be stored and what potential risks are associated with sharing images of young people at our initial meeting with the parent or guardian.
- We understand that children, their parents and carers' have a right to decide whether their images are taken and how these may be used.
- We understand that consent to take images of children is only meaningful when families understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images.
- We will make it clear making it clear that if a young person or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- We will ensure no personal information about the individual young person is published with a photograph.

MAN&BOY are aware of the potential risks around the risks of images being copied and used inappropriately and will seek to mitigate the risks only using images of young people in appropriate clothing avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused and using images that positively reflect young people's involvement in the activity.

The procedure for reporting the abuse or misuse of images of young people is managed as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

We will ensure that at briefings before camps and courses that each volunteer is aware of and reminded of our policy regarding photographs.

Why does MAN&BOY need images and how are they used?

MAN&BOY relies on donations from the general public to fund the MAN&BOY Programme. We need to take photographs and video film to help promote our work. Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation. Photographs are a great way of telling the story of an event.

We will send photographs to participants to record their participation and to celebrate success. We will also send images to funders as part of applications for funding and in the course of monitoring funding and celebrating success, including (but is not limited to) advertisements and other publicity materials such as leaflets, brochures and posters, direct mail, books, newspapers, magazine articles, television programmes and publications for the internet, where consent is given.

We take a picture of each man at enrolment to add to our database so that he can be identified by volunteers on the first day of a camp or course engagement. These are stored on our database, saved on a password protected cloud server.

Media Consent

Consent to images being taken and used should be sought at enrolment and recorded on the Family Agreement form. If participants have any queries around this online form, it can be completed in conjunction with a MAN&BOY worker who understands the form and can answer questions about it.

The consent form (in the family agreement) must be completed before the photography/video filming takes place or is used in a publication.

We will explain what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.

We will it clear that if a young person or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.

When introducing an image to the public domain where subjects can be identified, further confirmatory consent will be sought verbally, with confirmation by email wherever possible.

We will remind families and participants taking personal photos that these are not to be shared to social media except where they have specific permission of everyone in the photograph.

Who can give consent?

It is good practice to involve children and young people in the consent process

Young people under 18 years old – A signature / e signature of the parent/legal guardian must be obtained. Overall consent will be given by the parent or legal guardian.

Where possible we should engage the young person in the consent process by making them aware of when and where photographs will be taken and how their photos will be used. We should be responsive to the child's feelings and respect their wishes where they would prefer not to have their photograph taken or used in the public domain. When we use a photo specifically in a publication for distribution, we will ensure we obtain confirmatory consent from the family, so they know where the photo is being used. Where the family cannot be recognised, we do not ask for confirmatory consent to use the photo.

How long does consent last?

Consent continues with no time limit. However, image consent can be changed or withdrawn at any time by notifying MAN&BOY's Administrative Officer at office@manandboy.org. We cannot withdraw images already published as hard copy.

The majority of images are used for about five years. They are then moved into the image archive stored on a cloud-based password protected computer system. In accordance with our safeguarding, privacy and data protection procedures. MAN&BOY can provide further information if needed.

9.4 Media Consent Form for Participants

I grant MAN&BOY the right to use the images resulting from photography or filming during the course of the MAN&BOY programme and any sessions we attend. We agree that our image can be used for distribution - advertisements and other publicity materials, direct mail, books, newspapers, magazine articles, television programmes and internet publications and that a staff member from MAN&BOY will contact me when we are considering using image for distribution.

I understand that I do not own copyright or have any rights of ownership or other claim over the images.

I understand that our names will not be used with the images or unless I specifically agree for my name to be used.

Text that is provided along with this image will relate directly to the help and support MAN&BOY provides to families but not necessarily directly related to our own circumstances. I understand that MAN&BOY will keep all the images and use them for such period as it considers appropriate and will move them into its image archive once they are no longer appropriate for the modern image library.

MAN&BOY values your support and promises to respect your privacy.