



Enhancing children's
quality of life
through mentoring

Photograph Policy

During your time supporting the Island you may with parental and child consent take images of your young person. These images may be used to create a scrap book, journal or memory diary of the activities the individual child has during their time at the Island. Although this is possible to do there are guidelines you **MUST** adhere to in order to make this possible.

You should always:

- try where possible to use a manual separate camera device when taking photos of your young person in session and print and delete these pictures as soon as possible or email to The Island Team for secure storage. (For further information on using mobile devices see below)
- Only share images with The Island, do not allow people outside of the organisation access to the images this not only breaches this policy but also the confidentiality policy.
- use a parental permission form to obtain consent for a child to be photographed and videoed, obtain parental and the child's permission also to use their image (see photograph consent)
- only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- Further ask the child if they are happy for you to take a photograph of them during an activity, obtaining further verbal consent.

Do not:

- use children's names in photograph captions. If a child is named, avoid using the photograph address. Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.
- Store images on a personal computer or device, please ensure images are printed or email to The Island Team enquiries@theislandyork.org for secure storage.

- allow people outside of the organisation access to the images this not only breaches this policy but also the confidentiality policy
- allow photographers unsupervised access to children
- approve photography sessions outside the event or at a child's home.

Guidelines on using Mobile Device (such as, mobile phones, I pads or tablets):

When using a mobile device, the issues occur with not only the basic storage of the photos but also with the backing up of your whole device and where the photos become stored even when deleted from your handset. Each device operates differently but most have a manual default of 'syncing' or 'backing up', information on this can be found in your settings or via your handset provider. For example an iPhone has iCloud as a back up operator - if iCloud is turned on when you are connected to wifi your photos will become automatically saved to the cloud. This meaning that even if you have deleted them from your handset/mobile device after you have printed them they could still be stored. **DONT PANIC** - these settings can be disabled follow the guide for our procedures below:

- Where possible change the settings on your device (during session time) so your phone does not auto sync or back up unless you manually ask it to.
- When using you phone or handset to take photos please ensure that your Wifi facility is disabled in order to avoid this auto backing up when you get in to a wifi zone.
- Please do not take photos via third party camera facilities such as Snapchat and use the handset camera.
- Please ensure the images are either printed or emailed over to enquiries@theislandyork.org as soon after your session as possible and prior to turning your settings or wifi back on. Printing is a fun thing to do with your young person so include this in your session where possible ;-). Once you have emailed or printed your images please delete from your handset.
- Enjoy putting your pictures together in a scrap book, memory journal with your young person to take away once you have finished your mentoring.

