



Empowering Young People

Use of Multi Media Policy

December 2020

1.0 Policy

HYP recognizes that the use of photographs and film is a positive medium to celebrate the success of young people, to promote HYP and to record achievement and provide evidence for accreditation purposes. This policy applies to all staff, volunteers and trustees that are affiliated by HYP. It highlights the risks involved and procedures in place to minimise the risks. This policy should be read in conjunction with the Safeguarding Policy and GDPR Policy.

1.1 The risks:

The inappropriate capture/use of photographic and filmed images can place children, young people and adults in vulnerable situations, particularly when posted online and open to inappropriate sharing. This increases the risk of harm from perpetrators of abuse. Children, young people and vulnerable adults may not have full understanding of the risks associated with image capture and sharing and are thus unable to make an informed decision regarding consent

1.2 Procedures:

HYP employees and volunteers will:

- Ensure written consent from a parent or guardian for under 18's, giving permission for photographic and filmed images to be taken. This consent must cover the potential use of the image and potential restrictions.
- Ensure an assessment of a vulnerable adult's capacity to understand and consent to their image being captured and used must be made. This assessment should be discussed with the relevant social worker/carer.
- Ensure all staff, volunteers and external providers take into consideration privacy, dignity, safety and wellbeing when considering the use of photographic or filming activity.



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- Ensure all children/young people/vulnerable adults being photographed or filmed must be appropriately dressed
- Ensure the photo/film is focused on the activity not the child/young person/vulnerable adult.
- Ensure images represent a broad range of children/young people/vulnerable adults and staff and should avoid producing images in one-to-one situations with no surrounding content
- Ensure images used for publicity reasons, do not include the child/young person/vulnerable adult name without the express permission of the parent/guardian. A vulnerable adult's capacity to consent will be assessed in discussion with their carer/social worker.
- Ensure staff do not use personal smart phones to capture images of children, young people and vulnerable adults.
- Ensure staff use equipment provided by HYP to capture images. All images must be transferred to the NAS drive and then deleted from devices to reduce the risk of inappropriate use and storage
- Ensure external freelance instructors and providers comply with the organisation's policy. Failure to do so may cause a cessation of the contract arrangements.
- Ensure all concerns regarding inappropriate or intrusive photography are reported to the appropriate line manager / Designated Safeguarding Officer.
- Failure of HYP employees and volunteers to comply with the guidelines within this policy may lead to disciplinary procedures.





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