Transforming lives, together.

PHOTOGRAPHY AND FILMING POLICY

PURPOSE:

The purpose of this policy is to:

- Protect children and young people who take part in International Youth Foundation's (IYF) programs (regardless of program model), services, events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide IYF's approach to photographs/videos being taken of youth for program events, Marketing and Communication activities, donor and program reports, and other institutional assets.
- Ensure that IYF staff operate in line with the organization's values and within the law when creating, using, and sharing images of young people.

This policy applies to all staff, volunteers, partners, subgrantees, consultants, and other individuals associated with IYF.

IYF RECOGNIZES THAT…

- Sharing photographs and videos of program activities can help elevate the achievements of young people, provide a record of IYF activities, and raise awareness of the organization.
- The welfare of young people taking part in IYF initiatives and activities is paramount.
- Youth, and parents and caregivers where minors are concerned, have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender, race, ethnicity, religion, or sexual orientation.
- Consent to take images of youth is only meaningful when they, or their parents and caregivers if minors are involved, 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.
- There are potential risks associated with sharing images of youth online.

IYF seeks to engage in safe photography and filming practices by:

- Asking for written consent from youth or a minor's parent or guardian before taking and using their name, voice, image, and likeness.
- Making it clear that if a young person or minor's parent or guardian withdraws consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Never publishing personal information in publicly accessible sites about youth that could jeopardize their safety, such as home address, contact information, or other.
- Making sure youth and parents and guardians as relevant understand how images will be securely stored and for how long (this includes how IYF will control access to the images and associated information).
- Reducing the risk of images being copied and used inappropriately by:
    - Only using images of youth in appropriate clothing.
    - Avoiding full face and body shots of individuals taking part in physical activities where there may be a heightened risk of images being misused.
    - Using images that positively reflect positive youth development and meaningful youth engagement.
- Reporting the abuse or misuse of images of young people as part of the organization's child protection procedures.

Transforming lives, together.

PHOTOGRAPHY AND FILMING POLICY

PHOTOGRAPHY AND/OR FILMING FOR IYF USE:

Youth may be photographed during IYF programs or activities to be used in IYF's website, social media, newsletters, donor reports, annual impact reports, and/or any other promotional materials. Photos may also be used for social media purposes including but not limited to IYF's Facebook, Instagram, X, and LinkedIn accounts. Whenever IYF photos and video are taken, it should only be done following IYF policy and procedures and in compliance with relevant donor rules and regulations. Youth and the parents or guardians of minors must be made aware that photography and filming is part of the program and will either provide their consent or opt out. If IYF hires a photographer for one of its events, they seek to keep children safe by:

- Providing the photographer with a clear brief about appropriate content and behavior.
- Always ensuring the photographer wears identification.
- Informing program participants and the parents and caregivers of minors, that a photographer will be at the event.
- Ensuring that program staff can supervise any and all photography sessions involving minors.
- Securing a safe, public, and well-lit setting for all event photography.
- Ensuring the photographer has a copy of IYF's Child Protection Policy.

PHOTOGRAPHY AND/OR FILMING FOR WIDER USE:

If people, such as local journalists, professional photographers not hired by IYF, or other program participants wish to record an IYF event or activity and share the images professionally or to a wider audience, they must seek permission in advance and review and formally acknowledge receipt or a pre-event briefing that contains IYF's policies.

They will need to provide:

- The name, email address, and contact information of the person taking pictures or filming.
- The reason for taking the images and/or intended use.

IYF will verify these details and decide whether to grant permission for photographs/films to be taken. IYF will seek consent from the individuals who are the intended subjects of the images, and their parents/caregivers if they are minors, and inform the photographer of anyone who does not give consent. At the event, IYF will inform all participants that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a colored identification badge. If IYF is concerned that someone unknown to the organization is using program activities for unsanctioned photography or filming purposes, the program lead will ask them to leave and follow the organization's child protection procedures if necessary.

GETTING PARENTAL CONSENT:

The consent of a parent or guardian is required for minors to enroll in IYF programs and participate in IYF events. Photo and video consent forms will include an opt out option and program staff will keep a record of minors whose parent or guardian has not consented to their likeness being captured. These forms will also share information on how minors who opt out will be identified when photographers or videographers are on site. IYF photographers and videographers will receive guidance in their pre-event brief on what markers indicate a participant has not provided consent so they avoid taking pictures of them. IYF programming and communication staff will also be oriented to these markers so they serve as a second line of defense and can prohibit the publishing of any photos or videos where a non-consenting minor is featured. IYF will never exclude a participant from an activity because consent to photograph or video has not been obtained.

PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE:

When program participants, IYF staff, and event attendees are taking photographs or filming at program events and the images are for personal use, written consent will not be required. IYF will publish guidance about image sharing in the event program materials and/or announce details of its photo and filming policy before the start of the event. This includes:

- Reminding parents, caregivers, and minors that they need to give consent for IYF to take and use their name, image, photo, or likeness.
- Encouraging parental supervision related to minors' images in personal use scenarios.

- Ensuring those who are taking pictures or filming understand they are required to ask for permission before sharing pictures and videos of youth and/or program attendees online.
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share.
- Reminding youth of who they can talk to if they have any concerns about images being shared.

STORING IMAGES:

IYF will store photographs and videos of programs securely, in accordance with its child protection policy. Hard copies of images will be kept in a locked drawer and electronic images in a protected folder with restricted access. IYF staff will never store images of youth on unencrypted portable equipment such as laptops, memory sticks and mobile phones. IYF staff members will prioritize the use of IYF equipment (i.e. cameras, recorders, mobile devices) to take photos and video of program events, participants, and attendees. In cases where personal equipment becomes necessary, pictures will be transferred to the Marketing and Communications (MaC) Hub immediately and removed from personal devices within 15 days. In the event of a data breach or unauthorized access to images, IYF will utilize the escalation framework and crisis management process outlined in its CARE and Response Plan to initiate and sustain the proper communication with all relevant stakeholders until the issue is resolved.

POLICY CHANGES:

IYF reserves the right to change this policy at any time without notice. Nothing in this Policy is intended or should be construed as an agreement or contract between an employee or volunteer and IYF.

EFFECTIVE DATE OF POLICY:

This policy shall be effective as of October 30th, 2024, and is subject to amendment IYF from time to time.

Date	Action
June 2024	Policy created by Safeguarding Steering Committee
October 30th, 2024	Policy Implemented

Transforming lives, together.

PHOTOGRAPHY AND FILMING POLICY