

Photography & Documentation Policy

Deveron Projects aims to document all stages of a project and the involvement of participants, in any events or workshops, which can be used for reporting to funding bodies, marketing, the website, social media or any other appropriate use. Documentation includes photography, videos, sound recordings and other media. These are stored securely in a digital database in line with our Data protection & Retention policies.

What are the risks?

Sharing and storing photography (and other media) of people has become an everyday activity for many people and offers positive opportunities for communication, community, memory-making and humour. However, the use of photography (and other media) poses direct and indirect risks to the people recorded. We recognize that when Deveron Projects uses or stores photography (or other media) of someone, we have a responsibility to safeguard it appropriately. In worst case scenarios, details might be inferred from photography (or other media) including someone's identity, which can be used to 'groom' them for abuse. There is also a risk that the photograph (or other media) is edited or otherwise used inappropriately by others.

Use of photography/media. Deveron Projects will:

- Assess the potential for inappropriate use of the photograph/media prior to publishing.
- Deveron Projects will only use photographs/media that appropriately represent the organisation and the activity, and think carefully about any images showing children and vulnerable adults on our website or publications.
- Not identify children or vulnerable adults that are subjects of our photographs/media.
- Ensure photographs/media are not taken without the subject's knowledge or consent.
- Act immediately on any reports of inappropriate images used.
- Obtain parental consent to use any photographs/media where a child/vulnerable adult is the main subject.
- Make participants aware of documentation at all events and advise that photographs/media may be used as per the policy.

When employing a photographer/other practitioner to document an event Deveron Projects will:

- Ensure the photographer/practitioner is given a copy of this policy.
- Not allow unsupervised access to children/vulnerable adults or one-to-one photography sessions.
- Not approve photography sessions outside the event or at a participant's home.

Guidelines for photography/documentation:

- Focus on the activity rather than a particular child/vulnerable adult.
- Where possible do not include children's/vulnerable adults' faces when they can be easily identified.
- Ensure children/vulnerable adults are in suitable clothes.
- Avoid including any means of identifying the children/vulnerable adults.