

Photography and film consent form – guidance

Your guide to obtaining consent for someone appearing in a photograph or film that will be used to publicise Barnardo's.

Policy statement

It is Barnardo's policy that where we are planning to use an image (photograph or film) for materials in the public domain, consent must be obtained by the appropriate person as set out in the following consent form.

The purpose of the consent form is:

- to provide information for the person giving consent so they can make an informed decision.
- to be clear about which areas of work the consent applies to.

Where possible the consent form should be completed in the presence of a Barnardo's worker who understands the form and can answer questions about it.

The consent form must be **completed before the photography/filming takes place.**

Why does Barnardo's need images?

Barnardo's relies on donations from the general public to fund projects for thousands of children, young people and their families throughout the UK.

We need to produce new photographs and film to help promote our work.

Barnardo's is asking for volunteers to appear in publicity material to help raise awareness of our projects and fundraising events. Your images will help us continue to provide services for vulnerable and disadvantaged children.

Who should read this form?

Those asked to give consent, including children and young people, parents, legal guardians, models, Barnardo's staff and volunteers.

How are the images used?

We use images in a range of materials to promote Barnardo's as a whole and also to illustrate particular areas of our work e.g. disability. This includes (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 Barnardo's website, Social media and email.

How long does consent last?

Consent continues with no time limit. However, the majority of images are used for about five years. They are then moved into the image archive for possible future use.

Image consent can be changed or withdrawn at any time by notifying Barnardo's Photography and Video Officer in writing.

We cannot withdraw images already published.

Barnardo's Photography and Video Officer can provide further details if needed.

Photography and film consent form – important information

Who can give consent?

It is good practice to involve children and young people in the consent process of their images. (The model referred to below means the person in the image.)

- Models under 18 years old – A signature of the parent/legal guardian must be obtained.*
- Models who are 12 years old or under – Inform them how their images may be used. Be responsive to the child's feelings and respect their wishes.
- Models who are 12-18 and who have a sufficient understanding of the consent process and its implications may sign the consent form in addition to the parent/legal guardian.
- Models who are 18 years old and older, who understand the consent process, can sign for themselves.
- Models who are 18 years old and older and have insufficient understanding of the consent process – The consent form needs to be signed by a parent/legal guardian. Try to engage the model in the process, be responsive to their feelings and respect their wishes.

*For models who are 16 to 17 years old and are estranged from their parents/legal guardian, a project worker may countersign the consent form provided that they are satisfied that the model has understood the consent process.

Who keeps the consent forms and images within Barnardo's?

If the images are for a project's use only, it is the project manager's responsibility to retain the consent forms and images. Images for organisational use, and the consent forms will be stored by the Barnardo's Photography and Video Officer.

Photography and film consent form

Image Ref No.

This form must be completed before photography/filming takes place.

1. In consideration of Barnardo's agreeing to use my photographs/film (i.e. image) subject to the limitations below, I hereby grant Barnardo's and any assignees or licensees the absolute right to use the images resulting from the photography/filming shoot, and any reproductions or adaptations of the images for any purposes in relation to Barnardo's work including, without limitation, the right to use them in any advertisements and other publicity materials, direct mail, books, newspapers, magazine articles, television programmes and Barnardo's website, social media and email.
2. I understand that I do not own copyright or have any rights of ownership or other claim over the images.
3. I understand that the images will be identified with a false name unless I specifically agree for my name to be used, and that text may suggest that I live with or am subject to a particular issue or live in particular circumstances in order to promote Barnardo's work. I will not make any claim in relation to privacy, defamation or passing off in relation to any uses of the images within the scope of this consent.
4. I understand that Barnardo's will keep all the images and use them for such period as it considers appropriate, and will move them into its image archive for posterity once they are no longer appropriate for the modern image library.
5. Barnardo's agrees only to use the images with text that refers to the areas of work consented to below, and will also include generic text.

Specific Consent

I agree that the image(s) may be published/broadcast alongside a generic text of Barnardo's work which may include, but not solely any of the areas referred to below, but I understand that the image(s) will **NOT** be used in the specific context of any of these topics unless I have given my specific consent below.

Please read the brief explanations of each area of our work, in the glossary at then end of this document, and tick as many boxes as you feel able to consent to. **Thank you.**

- | | | |
|---|--|--|
| <input type="checkbox"/> Volunteering | <input type="checkbox"/> Life threatening/limiting illness | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Fostering and Adoption | <input type="checkbox"/> Leaving care and looked after children | <input type="checkbox"/> Mediation/advocacy and mentoring |
| <input type="checkbox"/> Person isolated from community | <input type="checkbox"/> Asylum seeking | <input type="checkbox"/> Young people who run away from... |
| <input type="checkbox"/> Excluded from mainstream education | <input type="checkbox"/> Youth training | <input type="checkbox"/> Parenting and carer support |
| <input type="checkbox"/> Antisocial behaviour and youth justice | <input type="checkbox"/> Parent in the criminal justice system | <input type="checkbox"/> Violence, abuse and neglect |
| <input type="checkbox"/> Sexual abuse and sexual exploitation | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Poverty |
| <input type="checkbox"/> Emotional wellbeing and mental health | <input type="checkbox"/> Substance misuse | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Young carers | <input type="checkbox"/> Bullying, harassment and discrimination | _____ |
| <input type="checkbox"/> Sexuality | <input type="checkbox"/> Teenage parents | _____ |
- Please tick here if you consent to Barnardo's sharing my child's image(s) with other like-minded charities and organisations

Name of person/family in image and consent signature

Name of person(s) in image _____ Age _____

Address _____

Consenting parent's/legal guardian's name, if child is under 18yrs old _____

Signature _____ Date _____

Tel no _____ Mobile no _____

Email _____

Staff use only

Barnardo's worker's name _____ Barnardo's project name _____

Contact no. and address _____

I have fully discussed the content of this form with the model(s)/parent(s)/guardian(s)

Barnardo's worker's signature _____ Date _____

Barnardo's values your support and promises to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). We will not disclose or share personal information supplied by you without your consent.

Photography and film consent form – glossary

Generic text – All images are consented for generic text. Generic text refers to some or most of the areas of Barnardo's work without detail. For example, 'Barnardo's works with children, young people and their families to overcome severe disadvantage by enabling them to address problems like abuse, homelessness and poverty, and to tackle the challenges of disability'.

1. Volunteering – Volunteers help us in so many different ways, in our shops, children's services, offices and fundraising.

2. Life limiting or life threatening illness and bereavement – Our projects provide counselling and support for children and families affected by these issues. We also support children affected by HIV/AIDS.

3. Disability – We support children and young people with physical, behavioural and learning disabilities. Some children may have very complex needs; others may have a sensory impairment or an autistic spectrum disorder. Our projects range from providing a break for parents and carers (sitting and short breaks) to general help and advice. We also enable disabled children to participate in educational and social opportunities with other children.

4. Fostering and adoption – We recruit, train and support foster and adoptive carers for a wide range of children and young people including both older and younger children, and disabled children. These placements can be permanent or short-term, or provide regular short break care. Carers are recruited from all sections of the community and can be single or with a partner.

5. Leaving care and looked after children – We provide services to children in care, for example supporting them in mainstream education. Our projects also provide support, advice and occasionally accommodation for young people leaving the care of local authorities. We work with them until up to the age of 24. Young people are supported in leaving either residential or foster care and moving towards independent living.

6. Mediation, advocacy and mentoring –

Barnardo's helps the most vulnerable children to have a say in the issues that affect their lives and to support them to make decisions that are right for them. Our services befriend and help children in care, those who are serving a custodial sentence, children with communication difficulties and those with disabilities. We also provide mentoring support, for example to those with English as a second or other language, and young people who are having difficulties at school or who have been excluded.

7. Person isolated from community – Many of our service users experience social exclusion. We help Traveller communities to access education and other support by providing pre-school services.

8. Asylum-seeking children and families – We campaign for children in the asylum system to be treated as children first and asylum seekers second. Our services provide practical and emotional support to them and their families, such as interpreting services and supported accommodation. We also provide specialist services for those living with HIV and fostering projects for unaccompanied asylum-seeking children who come to the UK on their own.

9. Young people who run away from home or care – Barnardo's works with the police and with families to identify the issues and solutions in instances where young people have gone missing. We also provide outreach services to young people living on the streets and in unsupported accommodation like B&Bs and hostels.

10. Excluded from mainstream education – Barnardo's helps schools to manage behaviour without resorting to exclusion, and supports children back into mainstream education after exclusion.

11. Youth training – Barnardo's provides support for young people who are not in education, employment or training (NEET). We provide alternative education, vocational training and campaign for better education, training and work-based learning opportunities for disadvantaged young people.

12. Parenting and carer support – We provide parenting education, and some of our services work with parents who are on a court-ordered programme because of their child’s non-attendance at school or antisocial or offending behaviour. We also provide practical support including day care provision.

13. Antisocial behaviour and youth justice – Barnardo’s aims to address the underlying causes, while making children face up to the consequences of their behaviour. Barnardo’s also campaigns for a reduction in the use of custody for under-15s (detention of children in secure accommodation, children’s homes, training centres and Youth Offender Institutions). Barnardo’s would like to see more effective community-based alternatives.

14. Parent in the criminal justice system – Barnardo’s helps families stay in contact when a parent goes into prison by supporting children and providing ‘family-friendly’ visits; this support often continues when the parent is released. We also help families to come to terms with the possibility of a custodial sentence.

15. Violence, abuse and neglect – Our projects counsel children who have experienced physical abuse, neglect, and violence, (including domestic violence). We support children who are victims and appear in court as witnesses. We also help parents improve their parenting skills.

16. Sexual abuse and sexual exploitation – Our services include counselling, support for parents, parenting education and sexual health education. Our work also includes support for young people abused through prostitution.

17. Homelessness – Our projects predominantly support young, single homeless people (16 to 21-year-olds), although we also support families who are homeless or living in temporary accommodation. We offer some supported accommodation and also give advice to help people find and maintain permanent accommodation.

18. Poverty – Around one-third of our work focuses on the alleviation of poverty, and it is an inescapable element of nearly all our services. Barnardo’s campaigns for opportunities for all children, and for the end of childhood poverty in the UK.

19. Emotional wellbeing and mental health – Our work ranges from supporting people to develop their self-esteem to providing practical help. Our service users may be experiencing stress or depression, have issues around self harm, or long-term mental health concerns such as manic depression. None of our projects are medical, and all work with the range of issues a child, young person or family face, rather than focusing solely on their emotional wellbeing and mental health.

20. Substance misuse – Barnardo’s works to minimise harm and risk by working both with children who misuse and those affected by parental substance misuse.

21. Young carers – Our projects support children and young people who provide care for a sick or disabled family member.

22. Bullying, harassment and discrimination – Barnardo’s works to prevent bullying, harassment and discrimination and to tackle it when it occurs. This could include racism and homophobia.

23. Sexuality – In all our services Barnardo’s aims to support heterosexual, gay, lesbian, bisexual, transgender young people and those who are questioning their sexuality. We also support same sex foster carers and adopters.

24. Teenage parents – We run specialist services to provide information, advice and advocacy to help prevent teenage pregnancy, support young women who are pregnant, and support young mums and dads. Barnardo’s services also re-engage young parents in education and training; provide parenting support; and help access accommodation including providing supported housing.