



Policy regarding taking photographs and videos

Introduction

The purpose of this policy is to ensure that good practice is followed and that Ógras uses images of children/young people, responsibly to protect the children/young person, the organisation and the use of these images. This is true of photographs/images in their own right and in published form (electronic or otherwise).

The Main Concerns

- That children/young people could be identified when a photo/image is combined with personal information
- Inappropriate use, modification or copying of images for use on child pornography websites and/or for the purpose of deception.
- Taking inappropriate photos/images of children/young people
- Inadvertent distribution of photographs/images of children/young people via mobile phone, email or other electronic media.

Guidelines for Recording Images

- (i) All children/young people featured in recordings must be fully dressed with outer clothing garments covering their bodies.
- (ii) Children/young people in swimwear should not be photographed.
- (iii) It is forbidden to take any photographs or recordings in bathrooms or changing rooms
- (iv) The photograph/image will focus on the activity.
- (v) Where possible images of children and young people will be recorded in small groups rather than individuals.
- (vi) Appropriate photographs/images shall be always used.
- (vii) Where possible images of children and young people should be recorded in small groups rather than as individual children/young people.
- (viii) Attempts should be made to use photos or videos that show the diversity of Children/young people who attend Youth events, different genders, a mix of ages, abilities and different groups

- (ix) Images or videos can be used on the Ógras website, on social media and in other publications.
- (x) Staff and volunteers are allowed to use photographic and digital equipment as a training tool. But it is necessary that permission has been obtained from the children / young people and their parents / guardians and that they understand that this is part of the agenda.
- (xi) Parents/guardians must give written consent before their child/young person is photographed/recorded
- (xii) The utmost care will be taken in storing such photographs/images and the Data Protection policy should be complied with
- (xiii) No photograph or video should embarrass a Child/young person
- (xiv) Staff members or leaders will not take photographs/videos of Children/young people for any reason except for an official reason at events of the organisation.
- (xv) Photos/videos should be deleted from the phone after posting them on social media or even if not used. It is necessary to destroy them as soon as possible so that staff or leaders are not walking around with a large pile of photos/videos of Ógras members in their possession.
- (xvi) They will be a review every year to remove old images or videos. Ógras will keep photographs / for as long as the organisation wishes to keep them.

Guidelines for Publishing/Reproducing Images

- Personal details of children such as email address, home address and telephone numbers will never be revealed.
- It is not acceptable to publish first name, surname, and the name of the youth club/project. No additional information will be provided that could assist someone in locating a child/young person or which could be used as grooming tools (hobbies/interests, likes/dislikes, etc.).
- If the name of the club/project/activity is used, then Ógras will ensure that the child/young person in the photograph/image is not named.
- Parents / guardians must give general permission to allow or not allow photographs in the consent forms used by Ógras and as part of the online registration form for clubs/camps/activities/trips. (i.e. children / young people taking part in an activity within the service for the use in newsletter promotional material, media and social media.

When using external/professional photographers Ógras will ensure that the organisation/club has the complete contact details of any photographer that is used.

We will clearly outline to professional photographers that all images taken will remain the property of the Ógras, and cannot be used or sold for any other purpose.

Including all negatives / proofs etc. which need to be given to the organisation.

Policy Review

Ógras will review this policy every three year, to ensure that it is updated and complies with all relevant legislation and guidelines.

Ógras	Date approved: November 2023	Date for Review: November 2026
Responsible for approving the Policy	The Bord of Directors	
Responsible for implementing the Policy	The Stiúrthóir & Ógras Staff	
Responsible for Reviewing the Policy	The Stiúrthóir /Chairperson Ógras	

Signature:

Máire M. Dhenáil

Stiúrthóir :

Date: November 2023