

KYS Policy

Use of images of children / young people under the age of 18

Preamble

Acknowledging the value of photographs as a useful tool in work undertaken by Kildare Youth Services with children and young people, in learning and development, in addition to their value in promotion and design, it is necessary for a responsible organisation to protect the young people in the organisation and the use of their images. This is true of photographs in their own right and in published form (electronic or otherwise).

Key Concerns

- The possible identification of children when a photograph is accompanied by personal information
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate images of young people
- The inappropriate distribution of photographs of young people via mobile phone, email or other media

Guidelines for Recording Images

- All children featured in recordings must be fully dressed with outer clothing garments covering their torso.
- Children in swimwear should not be photographed.
- The photo should ideally focus on the activity. Where possible images of children/young people should be recorded in small groups rather than individuals.
- Appropriate photos should be used at all times.
- KYS staff and volunteers should still be allowed to use video and photographic equipment as a training tool. However, young people and their parents/guardians should be aware that this is part of the work programme. Care should be taken in storing such images.

Guidelines for Publishing Images

- Personal details of children such as email address, home address and telephone numbers should never be revealed. It is permitted to publish first name, surname and club/youth project name.
- Permission should be sought from the child, the parent/guardian. This should be included in the general permission form used by KYS. The permission form can be filled out when the young person is filling out the general application form.

- Where photos are being used for publicity e.g. in newspapers (by external photographers) every effort should be made by staff / volunteers that only those who have already given consent shall be photographed.
- Photos of individuals should not be published on websites. Photographs of groups may be published on websites.