

Disability Sport NI and Live Active NI

Audio Visual Policy

April 2018

Date of Policy	April 2018
Date approved by Board of Directors	8 May 2018
Review Date	May 2021

Disability Sport NI and Live Active NI regularly encourage staff, volunteers and stakeholders to capture experiences through the use of photography and video recordings. This is a key way to promote everything that we do to inspire and encourage others to be more active, more often and evidence impact to funders. It is therefore essential that we have a policy in place to outline best practice when capturing and distributing/ sharing said media in a safe and responsible manner to safeguard ourselves, the reputation of Live Active NI and our service users.

1. Policy statement

- 1.1** Disability Sport NI and Live Active NI Live Active NI is committed to the safety and well-being of all staff, volunteers, stakeholders and service users and understands that photography and videography is to be appropriately managed. We will follow all necessary precautions to avoid compromising anyone's dignity, privacy or human rights.
- 1.2** When working with children, young people and adults at harm from risk or abuse, we will follow the guidelines outlined in this policy to safeguard them as best possible and avoid sharing any information that may place them in danger.

2. Who is covered by the policy?

All Disability Sport NI and Live Active NI staff, volunteers and stakeholders who may be in a position to take photographs or videos that are directly or indirectly linked to the organisation.

3. Purpose of the policy

- 3.1** This policy covers best practice associated with capturing still images, moving images or videos and voice recordings for Live Active NI to act as a protection to all parties involved.
- 3.2** You may be required to delete any images, videos or recordings that are deemed inappropriate by the charity.
- 3.3** This policy is linked with other policies including our *Volunteer Policy*, *Data Protection Policy*, *Safeguarding Children and Young People*, *Safeguarding Adults* and *Online Communications Policy*.

4. Personnel responsible for implementing the policy

- 4.1** All staff, volunteers and stake holders have a self-responsibility to read this policy and to operate within the boundaries of it. If you are in doubt in any situation as to the appropriate way to capture, store and use images, videos and recordings it is your responsibility to check with the Communications and Engagement Officer who will advise on best practice.
- 4.2** In the instance that content raises a safeguarding concern this must be reported to the Finance & Business Manager, who will deal with the incident as deemed appropriate.

5 Guidelines on appropriate ways to capture, store and distribute photo's, video's and recordings

- 5.1** There is a camera that is in the office. Please ask the Communications and Engagement Officer or Finance & Business Manager if you would like to use the camera. We advise that where possible you use this for all photo, video and voice recordings associated with the charity.
- 5.2** You must have verbal permission from the parent or individual / organisation with permission to consent on behalf of the parent to take any recordings whether visual or audio of a child or young person under 18 years old and have advised on what it will be used for. Where possible you should obtain a signed parental consent form. There are parental consent forms on the data drive that can be sent out prior to a known engagement or taken along to an open session. Once verbal or written consent has been granted it is polite to then verbally ask the child or young person's permission. (Please find blank forms and save completed forms under Data – Photos – Photo Consent Forms on the Disability Sport NI internal server).
- 5.3** You must have verbal consent to take any recordings whether visual or audio of anyone over 18 including from parents, carers or an individual / organisation with permission to act on behalf of the parent and have advised on what it will be used for. Where possible you should seek written permission using the same consent form as outlined in **5.2**.
- 5.4** When using an image or video of a child or young person please do not reference their name alongside the image unless parental consent has been granted to do so. Please do not use imagery to establish a pattern of a specific child or young person's attendance by sharing them in real time with information on the child, the venue, the time and the name of the session or club.
- 5.5** If you see any imagery or recordings that reflect poorly on Live Active NI please notify the Communications and Engagement Officer and do not engage directly with the source of them.
- 5.6** When engaging with external photographers, videographers or press please do not leave them unsupervised with service users of any age and ensure that they have been briefed on this policy.
- 5.7** Please encourage parents or guardians to take photos or videos and share them with us as appropriate rather than us taking them.
- 5.8** When storing images, video and recordings please save them to the Live Active NI Data Drive and ensure that they are categorised appropriately by folder names. Please do not store images locally to laptops, phones, memory pens and tablets for more than 48 hours where possible.
- 5.9** Please ensure that all subjects of imagery are appropriately dressed. In sports including but not limited to swimming or gymnastics where you are in doubt please seek advice from the Communications and Engagement Officer.
- 5.10** When saving imagery to the Data Drive please ensure that you delete any that you feel are not of a reasonable quality and therefore will never likely be used.

6 Personal use of cameras and recording equipment in the office

- 6.1** Disability Sport NI and Live Active NI realise that there will be times when camera phones and other recording devices may need to be used when at work. Please use these respectfully, appropriately and with the permission of anyone who may be within close enough proximity to be captured visually or through audio.