



Disability Sport NI

Audio Visual Policy

Date of Approval	26th November 2024
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Disability Sport NI regularly encourages staff and volunteers to capture experiences through the use of photography and video recordings. This is a key way to promote the work of the charity and to inspire and encourage others to be more active through sport and physical activity.

This policy outlines best practice measures, designed to safeguard, volunteers and service users, when capturing, distributing, and sharing photography and video recordings.

1. Policy statement

- 1.1** Disability Sport NI is committed to the safety and well-being of all staff, volunteers and service users and understands that photography and videography is to be appropriately managed. The charity will follow all necessary precautions to avoid compromising anyone's dignity or privacy.
- 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 staff and volunteers who may be in a position to take photographs/images 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.
- 3.2** Staff and volunteers 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 and volunteers have a responsibility to read this policy and to operate within the boundaries of it. If staff or volunteers are in any doubt in any situation as to the appropriate way to capture, store and use images, videos and recordings it is their responsibility to check with the Communications, Training and Engagement Lead who will advise on best practice.
- 4.2** In the instance that content raises a safeguarding concern this must be reported to the Safeguarding Lead, who will deal with the incident as deemed appropriate.

5 Guidelines on appropriate ways to capture, store and distribute photographs/images, video's and audio recordings.

- 5.1** Where possible staff and volunteers should use the charity's own audio/visual recording equipment for capturing photographs, video and voice recordings associated with the charity's work. The equipment is available from the Communications, Training and Engagement Lead.

5.2 Before taking any photographs/images, video's or audio recordings of a child or young person under 18 years old, staff and volunteers must have verbal permission from the parent (or organisation with permission to consent on behalf of the parent). Staff and volunteers must also advise the parent (or organisation with permission to consent on behalf of the parent) what the photographs/images, video's or audio recordings will be used for. Where possible staff and volunteers should obtain a signed parental consent form, which should be sent out prior to a known engagement or alternatively taken along to an open session. Consent forms are available on **Disability Sport NI's Data Drive**.

Once verbal or written consent has been granted by the parent (or organisation with permission to consent on behalf of the parent) it is polite to also verbally ask the child or young person for their permission.

5.3 You must also have verbal consent to take photographs/images, video's or audio recordings of anyone over 18. Where possible staff and volunteers 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 staff and volunteers should 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 Disability Sport NI please notify the Communications, Training and Engagement Lead who will deal with the situation in an appropriate manner. Do not engage directly with the source of the imagery or recordings.

5.6 When engaging with external photographers, videographers or press do not leave them unsupervised with service users of any age and ensure that they have been briefed on this policy.

5.7 When storing photographs/images, video's and audio recordings please save them to the Disability Sport NI Data Drive and ensure that they are categorised appropriately by folder name. Do not store images locally to laptops, phones, memory pens and tablets for more than 48 hours where possible.

5.9 Staff and volunteers should ensure that 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, Training and Engagement Lead.

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 to be used.

6 Personal use of cameras and recording equipment in the office

6.1 Disability Sport NI recognises that there will be times when camera phones and other recording devices may need to be used when at work. When doing so staff and volunteers should use these respectfully, appropriately and with the permission of anyone who may be within close enough proximity to be captured visually or through audio.