



Photography and Video Film Consent Form and Guidelines

Consent is sought by Ups and Downs Southwest.

It is Ups and Downs Southwest's policy that where we are planning to use an image (photograph or video film) for materials in the public domain, consent is obtained by the appropriate person as set out in this consent form.

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it is also important to be aware of safeguarding issues when people are taking photos or filming events. The potential for misuse of images can be reduced through an awareness of the potential risks and dangers and with appropriate measures in place.

Why does Ups and Downs Southwest need images?

Ups and Downs Southwest is passionate about using positive images to dispel myths about Down Syndrome and wishes to raise awareness for our children and young people.

Ups and Downs Southwest relies on donations from the general public, businesses and grant giving bodies to fund services for children, parents and professionals across the South West.

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

How are the images used?

We use a range of materials to promote Ups and Downs Southwest's work as a whole and also to illustrate particular areas of our work such as disability, health and education. This includes (but is not limited to) advertisements and other publicity materials such as leaflets, brochures and posters, direct mail, books, newspapers, magazine articles and social media platforms.

The purpose of the consent form

- To provide information for the person giving consent so they can make informed decisions.
- To be clear about which platforms of promotion and areas of our work the consent applies to.

Where possible the consent form should be completed in the presence of a Ups and Downs Southwest member of staff who understands the form and can answer any questions about it.

The consent form must be completed before any photography/video filming commences.

We also wish to gain consent from your child to take and use their photograph. We understand this may pose some challenges in terms of understanding what they are consenting to. Ups and Downs Southwest staff will talk to your child

with you present about what we are are doing and how the photograph might be used in terms that will be understood by your child. Staff will gauge your child's responses and body language and discuss response with you the parent/carer. If there is any doubt, we will not take the child's photograph or record them.

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 a secure image archive for possible future use.

Image consent can be changed or withdrawn at any time by notifying Ups and Downs Southwest in writing.

We cannot withdraw images already published.

The use of personal cameras, mobile phones and tablets to take photographs/video is prohibited for all staff and volunteers of Ups and Downs. Only the official charity equipment will be used.

We are happy for parents/carers to take pictures of their own children at events but any pictures are for personal use only and any images including other people/children must not be uploaded to social media platforms without their consent.

I consent by opting in to the following use of any photography/video taken:

| | Yes | No |
|--------------------------------------|--------------------------|--------------------------|
| Ups and Downs Social Media Platforms | <input type="checkbox"/> | <input type="checkbox"/> |
| Ups and Downs Web Site | <input type="checkbox"/> | <input type="checkbox"/> |
| Leaflets | <input type="checkbox"/> | <input type="checkbox"/> |
| Posters | <input type="checkbox"/> | <input type="checkbox"/> |
| Adverts | <input type="checkbox"/> | <input type="checkbox"/> |
| Newspaper | <input type="checkbox"/> | <input type="checkbox"/> |
| Displays | <input type="checkbox"/> | <input type="checkbox"/> |

Name of Child/Young Person:.....

Observation of child's consent:.....

Parent/Guardian name:.....

Address:.....

.....

Signed:..... Date:.....

Registered charity: 1116381