

PHOTOGRAPHY & RECORDING POLICY



**Purpose**

The purpose of this document is to outline the practice of Knock Child Contact Centres (covering Knock, Bangor and Newtownards centres) in regard to the taking of photographs and audio / video recordings. This will offer protection to all users of the centre as well as the coordinator and volunteers.

With the increasing use of smart phones and other such portable devices there is a need to have a clearly understood policy in regard to the taking of photographs, recordings, use of calls / video calls. This includes the position of the centre regards postings on Social Media.

**Outline**

The taking of photographs is normally permitted unless a Court Order prohibiting the same has been issued. In acknowledging that our default position is to facilitate the taking of photographs, we will require that in addition both resident and non-resident parents/guardians of children sign the agreement attached, prior to contact commencing.

In signing this agreement both parties agree to comply with the policy and procedures of KCCC outlined in this document in regard to the taking of photographs and the use of recording equipment.

**Photographs**

The taking of photographs, where permitted, will be facilitated by the centre coordinator and volunteers on request. To ensure that children and other users of the centre are protected the taking of photographs and their setting will be agreed with the coordinator or volunteer present.

Photographs are not permitted to be taken with other children or users of the centre in the background.

The coordinator or volunteer may ask to see the photograph to ensure that it complies with these requirements.

There is a goodwill agreement that any such photographs will not be used in Social Media postings, unless there is a signed agreement in place to do so from both parties. If an issue is reported / evidenced that photographs have indeed been posted online, this is to be clarified via both solicitors, and the centre informed of the resolution. Should this be a significant or repeated issue, the centre will review use of the centre and withhold the right to suspend or terminate contact if deemed appropriate to do so.

**Recording**

For the protection of children and other users of the centre, as well as the coordinator and volunteers, it is not permitted to make any recordings, either video or audio. Phone calls / video calls are not permitted. Any such practice will result in contact being suspended indefinitely. The centre will review use of the centre and terminate contact if deemed appropriate to do so.

**Exceptions**

Where a signed agreement exists between the parties the above practice will be implemented and will continue until;

1. the policy is contravened or
2. a Court Order is received instructing that the taking of photographs should not continue

**Photography and Recording Policy Agreement**

**Resident Parent/Guardian**

I acknowledge receipt of the above policy and agree that photographs can be taken as outlined within the policy.

Signed: -------------------------------------------- Date: -------------------------------

**Non-Resident Parent / Contact**

I acknowledge receipt of the above named policy and agree that photographs will be taken as outlined within the policy. I understand and accept that no recordings are permitted.

Signed: -------------------------------------------- Date: -------------------------------