

2010/06



## Brothers of Charity Services South East

# POLICY ON PHOTOGRAPHING AND VIDEOTAPING OF ADULTS WHO USE BROTHERS OF CHARITY SERVICES SOUTH EAST

Approved by: **Local Services Executive**

  
Johanna Cooney,  
Chief Executive.

**Signed:**

Approved by: Brothers of Charity Services South East Board

Joe Stokes,  
Chairperson



**Signed:**

Approved by: **Local Services Executive**

Date: 17<sup>th</sup> May 2010



# **POLICY ON PHOTOGRAPHING AND VIDEOTAPING OF ADULTS WHO USE BROTHERS OF CHARITY SERVICES SOUTH EAST**

## **Ethos**

‘The Brothers of Charity Services had their origin in the vision and dynamism of Canon Peter Trieste (1760 – 1836) who founded the congregation of the Brothers of Charity in 1807 in Ghent, Belgium.

‘The core values of our services have always been the dignity and humanity of each person. How these are expressed has evolved over time with our greater understanding of the rights of all people with a disability, with the changing hopes and expectations of the individuals and families with whom we work, and with the growing expertise of all associated with our services.

“We are committed to working with people with an intellectual disability to claim their rightful place as valued citizens. Inclusion is a fundamental principle that underlies all aspects of our work. We believe in the intrinsic value of every person and we aim to further the dignity of all associated with our services.

“We continue the Brothers of Charity Services’ tradition of being open to the best contemporary influences. We want to be inspired by the most creative ideas ...and to ask how we give them concrete expression.”

The Brothers of Charity Services Ethos (2001) Going Forward Together.

## **Scope of Policy**

Enhancing the options and resources for individual outcomes and self-determination is a key priority for the Brothers of Charity Services (Ethos Document: Going Forward Together 2001). The use of photography/video and other imaging technologies can contribute to the increased personal autonomy and independence of people who use our services.

This policy reflects the National Guidelines on Photographing and Videoing of People who use Brothers of Charity Services South East - No: G204 October 2008. It outlines the responsibilities of all members of staff and volunteers regarding the taking, displaying, and reproduction of photographs, video images or recordings, including those taken by mobile phone, of adults who use Brothers of Charity Services South East.

This policy is concerned with images that are recorded in a variety of contexts and settings and for a range of purposes such as:

- Person Centred Planning.
- As part of an agreed therapeutic intervention.
- Documenting and recording or illustrating work processes and events.
- Artistic work – created by adults individually or collectively.
- Promotional work.
- Recording of a significant event

Images taken informally and in spontaneous situations are not subjected to this policy, however the principles that images should not be recorded if their recording would pose a risk to the safety and well being of a person applies in all situations.

### **Policy Statement**

It is the policy of the Brothers of Charity Services South East that:

1. Consent must be sought from and granted in writing by the individual or by an advocate on their behalf, prior to taking photographs, video or digital images.
2. No image should be recorded or used where such recording or use would pose a risk to the safety and well being of a person, or contribute to or expose a person to embarrassment, distress or upset.
3. Prior to the recording of pictorial images, the purpose for which these images will be used should be agreed in writing with the person or where appropriate with their family member or advocate.
4. Images should only be passed to third parties for their use where this has been agreed as part of the consent process.
5. Copies of all photographs, videos or digital images are to be included as part of the individual's personal record
6. Staff members and volunteers must be aware of the implications of a number of legal provisions, principally the Data Protection Act and the Freedom of Information Act, which outline the way in which photographic or video information is used, stored and accessed.

### **Review**

This policy will be reviewed regularly and amended in light of experience of its operation