

Edmund Rice Services

Children's Image Taking and Usage Policy and Protocol

Purpose

The purpose of this policy is to outline the conditions for taking and utilizing images of children and vulnerable adults during the provision of an Edmund Rice service.

It is a condition of undertaking the role of volunteer or staff member in an Edmund Rice service all individuals adhere to the policy on *taking* and utilization of images of children and vulnerable adults [known as the **Children's and Vulnerable Adults Images Policy and Protocol**].

Range of the Policy

The Policy and Protocol recognises there is often a positive desire to take and keep a record of a service experience with children. It is recognised this desire is an appropriate component of the enjoyment of and learning from service provision.

Specific Focus of the Policy

The Children's and Vulnerable Adults' Image Policy is part of the Oceania Province's overall commitment to the care, safety and protection of all children. The Children's Image Policy is part of the Child Protection Policy. The Child Protection Policy identifies children as a specific vulnerable population, due to both their developmental status and their dependence upon adults for their care, safety and protection. The policy also recognises the taking of images of vulnerable adults can easily contribute to a sense of powerlessness and vulnerability.

The policy recognizes the taking and utilization of images of children or vulnerable adults can inadvertently generate a direct or indirect risk to a child or vulnerable adult. This risk can arise through image facilitation of access to the child or vulnerable adult, through ease of location identification and through exploitative and commercialised distortion of the original image. Awareness of the heightened role of social media and the Internet in enhancing these risks is an important part of all individual awareness and vigilance around imaging taking and utilization activities, which have been enabled through participation in an Edmund Rice service.

Where images of vulnerable adults per se are taken it is expected many of the features of the **Children's and Vulnerable Adults Images Policy** will also be followed, particularly where images are taken of adults living in poverty or adults who are victims of trauma.

Definitions

For the purposes of the Children's Images Policy:

- **Definition One: Child**

- *"A child is defined as any person who has not reached the age of 18 years of age."*

The definition is inclusive of recognition the younger a child the more vulnerable they are to adult and older child direction and persuasion and therefore are in need of greater sensitivity towards and vigilance in ensuring activities they are involved in do not increase the risk of harm to the child.

- **Definition Two: Public Setting within which the image is taken**

A public setting is any setting, which is considered a public area within which generally there is an increased number of children and/or adults present e.g. a park, a common meeting area, a hall, street area.

- **Definition Three: Private Setting within which the image is taken**

A private setting is any setting, where the setting is demarked for a *particular exclusive function*, such as the living environment of the family, schools, medical treatment setting, child protection or social welfare officer, police station. It is expected care is taken to gain consent for the taking of and usage of images in such areas.

- **Definition Four: Private Usage of the image taken**

Private usage of the image taken is where there is intent to have limited viewing of the image by others. This viewing is generally recognised as image sharing with family and friends and **DOES NOT** involve any social media placement of the image [though it may involve electronic recording of the image].

- **Definition Five: Public Usage of the image taken**

Public usage of the image taken is the intent to have extended viewing of the image by others. Public Usage is immediately established when an image is placed on social media through email, Instagram, Facebook, Twitter etc.

Principles of Image Taking & Utilization of Children or Vulnerable Adults in Timor Leste

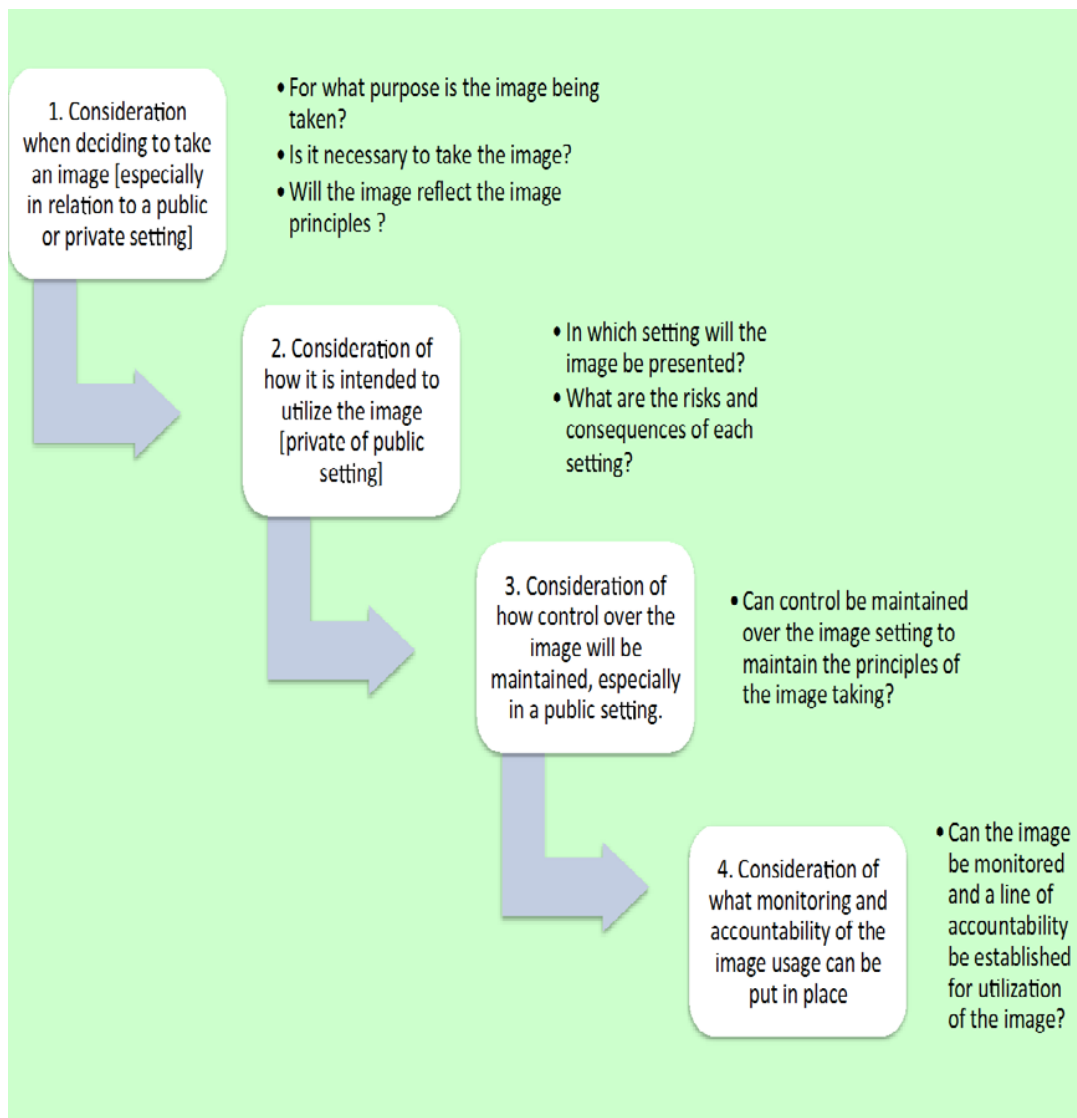
There are seven [7] principles, which individuals are expected to adhere to when taking and utilizing images of children and vulnerable adults during service provision these are:

1. *Safety* of the child or vulnerable adult when taking the image. Particular attention is drawn to NOT taking images of children when alone with a child.
2. *Dignity* of a child or vulnerable adult when taking an image and when utilizing the image. Images of children or vulnerable adults in demeaning, intimidating or distressing situation are prohibited.
3. *Respect* for a child's or vulnerable adult's developmental capacity, gender, ethnicity, culture, nationality, environment socio-economic circumstances.
4. *Privacy* in relation to identifying information, which could be obtained from the image about the child or vulnerable adult. Particularly attention is to be paid to NOT taking images, which show a child's or adult's private body parts or a child or adult in a state of undress, which is not considered culturally appropriate.
5. *Participation/inclusiveness* of the child's or vulnerable adult's voice [or their guardian] in how they are portrayed within the image.
6. *Informed consent* from the child or vulnerable adult [or their guardian] in relation to:
 - a. Taking of the image
 - b. How it is intended to utilize the image –
 - i. Public or private usage?
 - ii. How the image is to be used?
 1. Signed informed consent [see Appendix 1]
7. *Decision-making* of the child or vulnerable adult [or their guardian], where there is a public utilization of the image, as to how the image is represented and utilised in the future.

Procedural Awareness of Images of Children and Vulnerable Adults.

It is important to recognise the **Children's and Vulnerable Adult's Images Policy and Protocol** covers a process of sequential decision-making steps, which individuals need to be aware of when they desire to take images as a record of the service activity. This process is outlined in Diagram 1 and acts as monitoring awareness for individuals:

Diagram 1: Image taking and utilization decision making



Informed Consent for Image Taking & Image Utilization of Children or Vulnerable Adults

- *Children – 14 years or older*
- *Vulnerable adult [capacity to give consent]*
- *Guardian of a child less than 14 years, child 14 years or older or a vulnerable adult who does not have capacity to give informed consent.*

	Consent Area	Signature
1	I understand a picture [or video] is going to be taken of myself or has been taken of myself. I approve of the setting of the picture or video and how I am presented.	
2	I understand and give my approval the picture or video can be used in a <i>private setting</i> , such as only close friends and family members and is not to be placed on any social media platform without my knowledge or consent.	
3	I understand and give my approval the picture or video can be used in both a <i>private setting and a public setting</i> social media platform if the image continues to meet the principles of image taking outlined in the <i>Children’s and Vulnerable Adults Images Policy</i> . Where the image in a public setting does not adhere to these principles my consent is withdrawn.	
4	I do not give consent for usage of my image for organizational publicity of <i>or</i> any other Oceania Province service or any other organizational purpose, without my knowledge or consent.	
	Date	