

Guidelines for photographers/interviewers

- Free, prior and informed consent has been obtained and the form completed and saved (see Image & Story Use Consent Guidelines and Form for details).
- In order to help with proper filing, it is recommended to take a portrait photo of each of the subjects who have given their consent with their name in the photo, so the consent form can be correctly attributed to subjects in the photos later on.
- Subjects have been provided with a briefing of how it will work, who will be there and what they can do if they want to stop.
- Portray people in a dignified, positive and respectful way (e.g. standing at the same level as the person you are photographing or by portraying people engaged in activities related to the project (e.g. teaching in the classroom, caring for their children, sewing a product)).
- Present images of all participants in a respectful manner, portraying participants as equal partners in the development process.
- Portray the local context in an honest way, ensuring the complexity and diversity of the community is shown accurately.
- Use positive images, rather than manipulating images to evoke pity.
- Ensure the use of images of local people will not endanger the people they portray.
- Ensure that all people, especially children, featured in images or videos are adequately clothed, including footwear.
- Conceal the identity and location of vulnerable and at-risk children, turn off the geotagging functions on video cameras and mobile phones. Names and locations can be changed for child protection and privacy purposes (with a disclaimer). If any identifying information (such as signage) is in the image, this should be blurred out.
- If photographing a group, only the persons you have obtained prior informed consent from can be clearly visible, the rest should be blurred out.
- To know which subjects have given their prior consent when photographing them in a group setting it might help putting an identifying sticker on their clothes, so the photographer knows who to document (e.g. children in a classroom).
- Do not identify survivors of exploitation, abuse or violence, serious health conditions or an individual's engagement in culturally unacceptable activities.
- File labels should not reveal identifying information, meta data or text descriptions when content is shared electronically.
- Local cultural traditions and legislation should be complied with regarding restrictions for reproducing personal images or videos.
- Children should not be portrayed in a vulnerable or submissive manner, should be adequately clothed and not in poses that could be seen as sexually suggestive.